



# CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Monday, May 06, 2024 at 5:30 PM

## AGENDA

*It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

### ROLL CALL

### MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF APRIL 8, 2024.

### CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 23-41) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 712 MILLER AVENUE FOR THE REPLACEMENT OF THE GARAGE DOOR (POSTPONED FROM THE DECEMBER 4, 2023, FEBRUARY 5, 2024, AND APRIL 8, 2024 MEETINGS).
3. (HD 24-05) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 221 E ALAMEDA STREET FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF REAR METAL WINDOW WITH WOOD WINDOW; AND B) INSTALLATION OF FRONT PORCH RAILINGS (POSTPONED FROM THE APRIL 8, 2024 MEETING).
4. (HD 24-04) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 485 COLLEGE AVENUE FOR THE FOLLOWING MODIFICATIONS: A) INSTALLATION OF A 4' WROUGHT IRON FENCE WITH BRICK COLUMNS IN THE FRONT YARD; B) INSTALLATION OF AN 8' SOLID METAL FENCE WITH BRICK COLUMNS IN THE SIDE YARD; C) INSTALLATION OF AN 8' SOLID METAL FENCE WITH BRICK COLUMNS IN THE REAR YARD; D) INSTALLATION OF WROUGHT IRON GATES OVER DRIVEWAY; E) REMOVAL OF EXISTING FRONT

YARD PARKING AND RECONFIGURATION OF THE DRIVEWAY; F) INSTALLATION OF GUTTERS ON THE HOUSE; G) INSTALLATION OF GUTTERS ON THE ACCESSORY STRUCTURE; H) REPLACEMENT OF EXISTING WINDOWS WITH ALTERNATIVE MATERIAL WINDOWS ON THE HOUSE; I) REPLACEMENT OF EXISTING WINDOWS WITH ALTERNATIVE MATERIAL WINDOWS ON THE ACCESSORY STRUCTURE; J) ADDITION OF DORMERS TO THE FRONT FAÇADE OF THE HOUSE; K) ADDITION OF A PORCH TO THE FRONT FAÇADE OF THE HOUSE; L) ADDITION OF A PORCH TO THE FRONT FAÇADE OF THE ACCESSORY STRUCTURE; M) INSTALLATION OF A METAL AND GLASS SUNROOM TO THE REAR OF THE HOUSE; N) INSTALLATION OF A SWIMMING POOL AND ASSOCIATED DECKING IN THE SIDE YARD; O) INSTALLATION OF A NEW CONCRETE WALKWAY IN THE FRONT YARD; AND P) INSTALLATION OF NEW CONCRETE WALKWAYS IN THE SIDE AND REAR YARDS (ALL ITEMS WERE POSTPONED FROM THE APRIL 8, 2024 MEETING).

## **REPORTS/UPDATES**

- [5.](#) STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE JANUARY 8,2024.
- [6.](#) DISCUSSION OF PROGRESS REPORT REGARDING FY 2023-2024 CLG GRANT PROJECTS.

## **MISCELLANEOUS COMMENTS**

## **ADJOURNMENT**



# CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING - RESCHEDULED FROM 4/1/24

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Monday, April 08, 2024 at 5:30 PM

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## MINUTES

*It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

Chair Michael Zorba called the meeting to order at 5:30 p.m.

### ROLL CALL

#### PRESENT

- Commissioner- Mitch Baroff
- Commissioner- Chair Michael Zorba
- Commissioner- Taber Halford
- Commissioner- Jo Ann Dysart
- Commissioner- Susan Ford
- Commissioner- Gregory Heiser
- Commissioner- Sarah Brewer\*

\*Commissioner Sarah Brewer arrived at 5:36 p.m.

#### ABSENT

- Commissioner- Karen Thurston
- Commissioner- Vice Chair Barrett Williamson

A quorum was present.

#### STAFF PRESENT

- Anais Starr, Planner II, Historic Preservation Officer
- Amanda Stevens, Development Center Coordinator
- Jeanne Snider, Assistant City Attorney II

#### GUESTS

- David Boeck, 922 Schulze Dr
- J.T. Murrell 221, Alameda St

## MINUTES

1. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF MARCH 4, 2024.

**Motion** by Mitch Baroff for approval of the minutes from the March 4, 2024 regular meeting;  
**Second** by Taber Halford.

***The motion passed unanimously with a vote of 6-0. Minutes from the previous meeting were approved.***

## CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 23-41) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 712 MILLER AVENUE FOR THE REPLACEMENT OF THE GARAGE DOOR. (POSTPONED FROM THE DECEMBER 4, 2023 MEETING AND THE FEBRUARY 5, 2024 MEETING).

Anais Starr presented the staff report:

- Anais Starr stated that this structure is non-contributing.
- Anais Starr stated that the applicant has replaced the garage door with a metal door, and it does not have the same design as the original door.
- According to Ms. Starr the HD Guidelines state that when a garage door is front facing and visible from the right-of-way, the Guidelines prefer wood garage doors, but will also allow wood composite doors or metal garage doors with wood composite trim.

Jeff Majewski, property owner, discussed the project:

- Mr Majewski explained that he brought four different options of windows for the garage, and that he is trying to keep the same look as the previous garage door.
- He stated that he mentioned a wood veneer garage door to his contractor, but his contractor did not know of any wood veneer.

There were no public comments.

Commission Discussion:

- Commissioner Sarah Brewer mentioned that her concern was that the garage panels are not recessed. At the previous meeting, the Commissioners had expressed that they wished to see the panels recessed instead of raised.
- Commissioner Susan Ford mentioned that from the pictures in the presentation, there are several other homes that have metal garage doors.



- Anais Starr stated that those homes were not approved by the Commission, and that they might have been installed before the designation of the Historic District. She also stated if you have a metal door, you can replace with metal.

**Motion** by Greg Heiser to approve the replacement of the garage door as submitted; **Second** by Mitch Baroff.

**Motion** by Mitch Baroff to amend the previous motion to postpone this item until the May 6<sup>th</sup> meeting; **Second** by Jo Ann Dysart.

*The motion to amend the motion was passed unanimously with a vote of 7-0.*

*The motion as amended was passed unanimously with a vote of 7-0.*

3. (HD 24-03) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 626 TULSA STREET FOR AN ADDITION ON THE REAR OF THE STRUCTURE.

**Motion** by Taber Halford to approve as submitted, for an addition on the rear of the structure; **Second** by Sarah Brewer.

STAFF PRESENTATION

- Anais Starr presented background information regarding the request to add an addition to the rear of the structure.
- Ms. Starr pointed out that while the requested addition will extend beyond the width of the house, it will only do so by 1'3" and therefore will have limited visibility.
- She further stated that materials and design were compatible with the house and met the Guidelines.

APPLICANT PRESENTATION

- Dave Boeck, architect for the project presented a PowerPoint of the requested addition and answered questions.
- Commissioners asked if the brick was to be painted, Mr. Boeck indicated yes, but that the rest of the house was painted brick. Ms. Starr pointed out that the brick on this house was painted prior becoming a Historic District.
- Commissioners pointed out that the specification sheet submitted was for aluminum-clad windows, but Mr. Boeck and the property owner, Anne Harris indicated that the windows were to be wood windows without cladding.
- Commissioners found the design and materials was compatible with the main structure and with the District as a whole.

There were no public comments.

*The motion was passed unanimously with a vote of 7-0.*

4. (HD 24-04) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 485 COLLEGE AVENUE FOR THE FOLLOWING MODIFICATION: A) INSTALLATION OF A 4' WROUGHT IRON FENCE WITH BRICK COLUMNS IN THE FRONT YARD; B) INSTALLATION OF AN 8' SOLID METAL FENCE WITH BRICK COLUMNS IN THE SIDE YARD; C) INSTALLATION OF AN 8' SOLID METAL FENCE WITH BRICK COLUMNS IN THE REAR YARD; D) INSTALLATION OF WROUGHT IRON GATES OVER DRIVEWAY; E) REMOVAL OF EXISTING FRONT YARD PARKING AND RECONFIGURATION OF THE DRIVEWAY; F) INSTALLATION OF GUTTERS ON THE HOUSE; G) INSTALLATION OF GUTTERS ON THE ACCESSORY STRUCTURE; H) REPLACEMENT OF EXISTING WINDOWS WITH ALTERNATIVE MATERIAL WINDOWS ON THE HOUSE; I) REPLACEMENT OF EXISTING WINDOWS WITH ALTERNATIVE MATERIAL WINDOWS ON THE ACCESSORY STRUCTURE; J) ADDITION OF DORMERS TO THE FRONT FAÇADE OF THE HOUSE; K) ADDITION OF A PORCH TO THE FRONT FAÇADE OF THE HOUSE; L) ADDITION OF A PORCH TO THE FRONT FAÇADE OF THE ACCESSORY STRUCTURE; M) INSTALLATION OF A METAL AND GLASS SUNROOM TO THE REAR OF THE HOUSE; N) INSTALLATION OF A SWIMMING POOL AND ASSOCIATED DECKING IN THE SIDE YARD; O) INSTALLATION OF A NEW CONCRETE WALKWAY IN THE FRONT YARD; AND P) INSTALLATION OF NEW CONCRETE WALKWAYS IN THE SIDE AND REAR YARDS.

***THE APPLICANT HAS REQUESTED POSTPONEMENT TO THE MAY 6, 2024  
HISTORIC DISTRICT COMMISSION MEETING.***

**Motion** by Sarah Brewer to postpone (HD 24-04) until the May meeting; **Second** by Susan Ford.

***The motion was passed unanimously with a vote of 7-0.***

5. (HD 24-05) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 221 E ALAMEDA STREET FOR THE FOLLOWING MODIFICATION: A) REMOVAL OF FRENCH DOORS ON FRONT FAÇADE AND REPLACEMENT WITH WINDOWS; B) REMOVAL OF WINDOWS ON THE FRONT FAÇADE AND REPLACEMENT WITH SIDING; C) MODIFICATION OF REAR DOOR ENTRY; D) REPLACEMENT OF METAL PORCH COLUMNS WITH WOOD COLUMNS; E) INSTALLATION OF FRONT PORCH STAIRS AND RAILINGS; F) INSTALLATION OF A ROOF RIDGE CAP; AND G) INSTALLATION OF SHUTTERS ON FRONT FAÇADE.

**STAFF PRESENTATION:**

- Anais Starr presented the staff report for all the items requested.
- Ms. Starr stated that the applicant is seeking to improve the exterior appearance of the home, as well as the internal programming. He has several proposed alterations which include: adding wood storm windows, which can be done by Administrative Bypass, replacing the 1950s metal posts with cedar posts, removal of the French doors at the

end of the driveway, removal of the small window to help with internal programming, removal of the windows on the front façade and replacement with siding, modification of rear door entry, installation of front porch stairs and railings.

- Ms. Starr explained that the French doors for item a) removal of french doors on front façade and replacement with windows, are located on the front façade at the end of the driveway which is not a historic design for a house of this age. The wing addition of the house which includes the French doors is not original to the historic house. The applicant's proposal of using wood windows is compatible with the house and compatible with the District.
- Ms. Starr stated for item b) removal of windows on the front façade and replacement with siding is not a typical modification approved on a front façade but since this is a non-original section of the house, the Commission may determine it is appropriate in this case.
- Ms. Starr stated on item c) modification of rear door entry, that such alterations are on the rear of the home is where the Guidelines encourage modern-day alterations.
- Ms. Starr explained that the applicant is keeping the original rear door, which meets the Guidelines, but will raise the door opening to match the internal finished floor elevation. New stairs will be required. Ms. Starr indicated that the proposal in item c meets the Guidelines.
- Ms. Starr stated that for item d) replacement of metal porch columns with wood columns, Ms. Starr stated that this request was similar to a request on a house at 606 Miller reviewed earlier this year. She explained that the applicant is going to replace the metal columns with cedar posts, and that the wood columns meet the Guidelines for material, and that several other structures in the neighborhood have similar square posts as well.
- Ms. Starr presented the drawings illustrating the front porch railings which is request e) installation of front porch stairs and railings;
- Ms. Starr stated that regarding item f) installation of a roof ridge cap Ms. Starr explained the Guidelines which state exterior features added shall not create a false sense of history. It is unclear whether or not this home had a metal ridge cap originally. However, staff would also note that a ridge cap is not a permanent fixture and could be removed in the future.
- Ms. Starr stated that for item g) Installation of shutters on front façade. Ms. Starr stated that the Commission has approved the addition of shutters on both historic and non-contributing structures previously. She stated that she did instruct the applicant that the shutters needed to be of a size and appearance so as to look operational even if they did not plan to have operable shutters.

**Motion** by Mitch Baroff to approve item a) removal of French doors on front façade and replacement with windows, as submitted; **Second** by Sarah Brewer.

J.T. Murrell, property owner discussed the project:

- The applicant shared with the Commission that he was able to salvage some original windows for the house at a sale in Guthrie.

There were no public comments.

Commission Discussion:

- Commissioner Mitch Baroff said that front elevations typically aren't touched in the Historic District. However, he can live with the changes on 221 Alameda since it is non-contributing, and the addition is post everything that is shown on the Sanborn Maps.
- Commissioner Sarah Brewer agreed with Commissioner Baroff that the commission typically wouldn't approve changes on the front façade, but since this is an addition, and the windows that are currently there and the French doors don't match, she feels like the proposed changes would actually be an improvement to making it more compatible with the District.

***The motion to approve item a) removal of French doors on front façade and replacement with windows, as submitted, was passed unanimously with a vote of 7-0.***

**Motion** by Sarah Brewer to approve item b) removal of windows on front façade and replacement with siding, as submitted; **Second** by Mitch Baroff.

J.T. Murrell, property owner, answered a question:

- Commissioner Halford asked if the little window is wood, or what material it is. J.T. said that the window is aluminum.

There were no public comments.

Commission Discussion:

- Chair Michael Zorba mentioned the removal of that window, or the covering of that window, only works if the French Doors are removed. He asked the other commissioners if there would be any other technicalities if the applicant installs the windows and doesn't remove the third window.
- Commissioner Halford responded that he isn't as worried about this possibility. However, he isn't sure if the window was wood how he would feel about the replacement. But since it is an aluminum window he's okay with the removal.
- Commissioner Dysart stated that she is glad that the applicant has the original siding for the home.

***The motion to approve item b) removal of windows on front façade and replacement with siding, as submitted, was passed unanimously with a vote of 7-0.***

**Motion** by Sarah Brewer to approve item c) modification to rear door entry, as submitted; **Second** by Susan Ford.

J.T. Murrell, property owner, discussed the project:

- The applicant stated that there wasn't much to say about this item, and that the stairs in his presentation were just roughly depicted.

There were no public comments.

Commission Discussion:

- Chair Michael Zorba and Commissioner Brewer agreed that they don't have an opposition to this proposal since it is on the rear.

***The motion to approve item c) modification to rear door entry, as submitted, was passed unanimously with a vote of 7-0.***

**Motion** by Sarah Brewer to approve item d) the replacement of metal porch columns with wood columns, as submitted; **Second** by Susan Ford.

J.T. Murrell, property owner, discussed the project:

- The applicant stated that he chose cedar columns because they are more durable, but he is not opposed to painting them.

There were no public comments.

Commission Discussion:

- Commissioner Brewer explained that she thinks removing the metal columns makes sense, since they are not original to the house. However, she doesn't think that exposed cedar posts are compatible with the neighborhood.
- She stated that she would be more comfortable with cedar posts if they were painted.
- She asked the applicant if he would be able to paint the cedar posts, and he said yes.
- Commissioner Halford said that he supports removing the metal columns, and that his only concern would be the massing of the cedar columns.

**Motion** by Sarah Brewer to amend item d) replacement of metal porch columns with wood columns to include: smooth wood columns not to exceed 6"x6", trim around the top and bottom, and painted; **Second** by Susan Ford.

***The motion to amend the motion to add the columns are to be smooth wood columns not to exceed 6x6, trim around the top and bottom, and painted passed unanimously with a vote of 7-0.***

***The amended motion to approve item d) the replacement of metal porch columns with wood columns that are smooth wood columns not to exceed 6"x6", trim around the top and bottom, and painted passed unanimously with a vote of 7-0.***

**Motion** by Sarah Brewer approve item e) installation of front porch stairs and railings, as submitted; **Second** by Mitch Baroff.

- Commissioners requested clarification on the design of the porch railings. In particular, there were two design presented on submitted renderings.
- Applicant was willing to clarify verbally, but the Commission requested the applicant return with revised drawings that show his intent.

**Motion** by Sarah Brewer to amend motion to postpone item e) the installation of front porch stairs and railings to the May meeting; **Second** by Susan Ford.

***The motion to amend the motion to postpone item e) installation of front porch stairs and railings till the May meeting, passed unanimously with a vote of 7-0.***

***The amended motion to postpone item e) installation of front porch stairs and railings till the May meeting, passed unanimously with a vote of 7-0.***

**Motion** by Sarah Brewer to approve item f) installation of a roof ridge cap, as submitted;  
**Second** by Mitch Baroff.

J.T. Murrell, property owner, discussed the project:

- Mr. Murrell stated that he can think of five homes in the area that have ridge caps.
- He explained that he would like to add them to his home, but he also understands if the Commission feels like they aren't appropriate.

There were no public comments.

Commission Discussion:

- Commissioner Ford stated that ridge caps are historical according to Google, they have been around since the Victorian Era.
- Commissioner Halford said that he has reservations about approving the ridge caps. He feels like it's adding something historical to a contributing structure, and then later on if someone wanted to remove it, he feels like that could get tricky.

***The motion to approve item f) installation of a roof ridge cap, failed unanimously with a vote of 0-7. The request was denied.***

**Motion** by Sarah Brewer to approve item g) installation of shutters on front façade, as submitted;  
**Second** by Gregory Heiser.

J.T. Murrell, property owner, discussed the project:

- The applicant stated that he has a few panes of glass to replace, and he would like to protect them with shutters.
- However, if the Commission doesn't feel like shutters are appropriate then it isn't a deal breaker.

There were no public comments.

Commission Discussion:

- Chair Michael Zorba asked whether or not any other homes have shutters. Commissioner Halford responded that he only knows of two homes that have black plastic shutters, and those were installed prior to establishment of the Historic District.
- Commissioner Ford said that this particular window style didn't usually have shutters on it, and if it did, they were interior. Due to this, she doesn't feel like shutters would be appropriate for these windows.

***The motion to approve item g) installation of shutters on front façade, failed with a vote of 1-6. The request was denied.***

## REPORTS/UPDATES

6. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE FEBRUARY 5, 2024.



- 549 S Lahoma: In court appeals process still.
- 610 Miller Ave: Roofing is almost complete.
- 514 Miller Ave: Building permit for deck and pergola issued.
- 904 Classen Ave: Work has not started.
- 607-609 S Lahoma: Work has not started.
- 425 S Lahoma Ave: Work has not started.

7. DISCUSSION OF PROGRESS REPORT REGARDING FYE 2023-2024 CLG GRANT PROJECTS.

Project 1: Educational training \$2500 (decreased \$200)

Project 2: Membership dues for NAPC \$150

Project 3: Expansion of Tour App \$0.00 (decreased \$2,000)

Project 4: Historic Tour App Maintenance \$2,000

Project 5: Windows Workshops \$13,000 (Increased \$3,000)

Expended \$6,500 Spring Workshop set for May 18 & 19 on Moore Lindsay Carriage House.

Project 6: Quarterly Education Postcard \$1800 (expended \$700)

Total CLG Budget: \$18,375

**MISCELLANEOUS COMMENTS**

- Anais Starr discussed the window workshop coming up at the Moore-Lindsay House on May 18<sup>th</sup> and 19<sup>th</sup>, and how there was a good turnout of contractors at the last fall's window workshop and hopefully this would be repeated this year.
- Ms. Starr stated that she was unable to go to her conference this year, so she plans to spend those leftover funds on the printing of Historic Norman Coloring Book as the Library, the Depot and the Moore-Lindsay House needed more to distribute to visitors.

**ADJOURNMENT**

The meeting was adjourned at 8:10 p.m.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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Michael Zorba, Chair





## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 05/06/2024

**REQUESTER:** JEFFREY & MICHELLE MAJEWSKI

**PRESENTER:** ANAIS STARR, PLANNER II

**ITEM TITLE:** (HD 23-41) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 712 MILLER AVENUE FOR THE REPLACEMENT OF THE GARAGE DOOR (POSTPONED FROM THE DECEMBER 4, 2023, FEBRUARY 5, 2024, AND APRIL 8, 2024 MEETINGS).

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**Property Location**      **712 Miller Avenue  
Miller Historic District**

**Owner/Applicant**      **Jeffrey and Michelle Majewski**

**Request**      **(HD 23-41) Consideration of approval, rejection, amendment, and/or postponement of Certificate of Appropriateness request for the property located at 712 Miller Avenue (Postponed from the December 4, 2023, February 5, 2024 and the April 8, 2024 meetings).**

### **Property History**

#### **Historical Information**

#### **2004 Miller Historic District Nomination Survey Information:**

**712 Miller Ave.** Ca. 1953. Minimal Traditional. This noncontributing, one-story, redwood lap-sided, single dwelling has a poured concrete foundation and an asphalt-covered, cross-gabled roof. The wood windows are six-over-six hung with metal storms and the wood door is glazed paneled. The partial porch has turned wood supports. Other exterior features include an attached, one-car garage with a glazed paneled overhead door. Decorative details include a large picture window on the porch, double windows and brick wainscoting. The building is noncontributing due to insufficient age.

#### **Sanborn Insurance Maps**

This house was built after 1944 and is not included on the Sanborn Insurance Maps.

#### **Previous Actions**

**April 24, 2001** – A COA by Administrative Bypass was approved for a fence replacement.

**May 7, 2001** – An Amendment of an approved COA to modify the fence design was approved.

**April 7, 2003** – A COA was approved for a backyard accessory structure demolition and reconstruction.

**November 11, 2013** – A COA for the installation of a rear parking pad was approved.

**July 8, 2021** – A COA for the installation of a side yard fence was approved.

**December 4, 2023** – The applicant requested a postponement of a COA request for a replacement garage door to the February 5, 2024 meeting to revise the garage door design.

**February 5, 2024** – The applicant requested and received a postponement to the April 1, 2024 meeting for a COA request to replace the garage door to have more time to revise the garage door design.

**April 8, 2024** – The April 1, 2024 meeting was postponed to April 8, 2024, due to the threat of inclement weather. After receiving feedback from the Commission that the door needed to have recessed panels to meet the *Guidelines*, the applicant requested and received a postponement to the May 6, 2024 meeting to have time to revise the proposal.

### **Project Description**

The property owners purchased this house in the fall of 2022 and found the garage door to be deteriorated and unsafe. The owners replaced the garage door with a new metal door last fall without realizing that it must be reviewed by the Commission and receive a Certificate of Appropriateness before installation.

The applicants submitted an *ex post facto* Certificate of Appropriateness request for the December 4, 2023, Historic Commission Meeting. At the meeting, the Commission indicated the proposed garage door did not meet the *Preservation Guidelines* and requested revisions. The Commissioners indicated that the door needed windows in the top row of the panels on the garage door and wood or wood veneer design over the metal door to create recessed panels.

The applicant requested a postponement to the February 5, 2024 meeting to allow time to revise the door design. At the February meeting the applicant requested to postpone to the April 1, 2024 meeting as he was still working with a contractor on revisions to the door. Due to inclement weather, the April 1 meeting was postponed to April 8.

At the April 8, 2024, meeting the applicant presented four window options for the garage door for the Commission's review. The Commission gave feedback that the garage door still needed add veneer trim of either wood or wood composite to create recessed panels similar to other historic garages in the neighborhood. The applicant requested a postponement to May 6, 2024, to prepare a revised proposal for the garage door that included recessed panels.

Since the April meeting, the applicant has found a contractor who will apply LG Smart Siding trim to the garage door to create the recessed panels. The applicant has submitted a photo illustrating the proposed recessed panel created by the addition of the veneer.

## Reference - Historic District Ordinance

**429.3.1(g):** *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern day uses and conveniences for their residents. (0-0910-12).*

**36-535.c.2.g.3. Reviewing non-contributing structures.** *Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work and related activities.*

## Reference - Preservation Guidelines

### Garages

#### 2.3 Standards for Administrative Bypass

*The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.*

##### .1 Garage Door Replacement.

*For non-historic garages that face the alleyway or that are not visible from the right-of-way, the following is allowed:*

- a. *Wood, wood composite or a raised metal panel garage door.*
- b. *The original size, height and width of doors must be maintained.*
- c. *Designs must match the style of the original garage door and/or garage.*

#### 2.4 Guidelines

*A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):*

**.1 Preserve Historic Garage Structures.** *Retain and preserve garages in their original locations and configurations. Even if the function changes, the exterior appearance shall remain the same.*

**.2 Preserve Original Materials.** *Retain and preserve character-defining materials, features, and details of historic garages, including foundations, siding, masonry, windows, garage doors, and architectural trim. When necessary, repair character-defining materials, features, and details of historic garages in-kind according to pertinent guidelines.*

**.3 Replace Only Deteriorated Portions.** *If replacement of a deteriorated element or detail of a historic garage is necessary, replace only the deteriorated portion in-kind rather than replacing the entire feature. Match the original in design, dimension, texture, and material. Consider compatible substitute materials only if the original materials are no longer available.*

**.5 New Garage Construction.** *A new garage shall be compatible in form, scale, size, materials, features, and finish with the principal structure. The following criteria will be considered for a new garage constructed where there is currently no historic structure:*

- a. *The new structure will utilize alley access if available.*
- b. *The new footprint will be 575 square feet or 50% of the footprint of the principal structure, whichever is smaller.*
- c. *The cumulative of square footages for all garage structures on the lot, shall be no greater than the footprint of the principal structure.*

- d. New garage are to be subservient to the principal structure and in no case will the garage structure be taller, wider or deeper than the principal structure.
- e. The proposed construction will preserve existing trees.
- f. Maximum of two garages are allowed per site.

**.8 New Garage Materials.** The following may be considered on a case-by-case basis for new garages:

- a. Acceptable materials include wood, brick and stone masonry, and stucco. Fiber cement products for new garage construction located off an alleyway or if setback behind the rear of the house will be considered on a case-by-case basis. It should be noted that wood siding does not have "wood grain." Only smooth cement board is permitted. The use of vinyl, Masonite, aluminum or other metal sidings is prohibited.
- b. Aluminum clad doors and windows are allowed for garages located of an alleyway or behind the rear elevation of the house, with no or limited visibility from the front right-of-way.
- c. Wood, wood composite or metal overhead garage doors with wood/wood composite trim are allowed.
- d. Garage doors shall be a single width. Double width garage doors will be considered on a case-by-case basis.

**.11 Replacement Garage Doors.** Retain and preserve wood overhead garage doors on historic garages. Retain double doors if possible. Replacement overhead garage doors with the appearance of double doors will be considered on a case-by-case basis. For historic garages, and garages that face the front or are visible from the right-of-way the following replacement door is allowed:

- a. Wood is preferred. However, wood composite or metal with composite trim can be considered on a case-by-case basis. Vinyl is prohibited.
- b. The original size, height and width of doors must be maintained.
- c. Designs must match the style of the original historic garage door.

### **Staff Comments**

As indicated, this is an *ex post facto* request for garage door replacement which per the Historic District Ordinance requires the Commission to review the case as if the work has not occurred. Staff would note that this house is a non-contributing structure to the Miller Historic District due to insufficient age.

Though this 1950s house with the attached garage is non-contributing to the Miller Historic District, the *Preservation Guidelines* specifically address the replacement of garage doors that are front-facing and visible from the right-of-way. The *Guidelines* prefer wood but allow wood composite or metal with wood composite trim for garage door replacement. Furthermore, the *Guidelines* call for the original door design to be maintained. In this case, the applicants replaced the door with a metal door with a different design which does not match the original wood door.

However, as noted earlier, the Historic District Ordinance states that non-contributing structures are to be controlled only to the degree necessary to make them compatible with the District.

As stated above, the applicant is returning to the Commission with a redesign to add recessed panels but is not able to add the windows as well due to structural issues. At the last Historic District Commission Meeting the Commission indicated recessed panels were important to the design of the garage door.

The Commission would need to determine if the proposed garage door, with the proposed revisions, meets the *Preservation Guidelines* and is compatible with this house and the District as a whole.

**Commission Action:** Consideration of approval, rejection, amendment, and/or postponement of (HD 23-41) Certificate of Appropriateness for the replacement of the garage door for the property located at 712 Miller Avenue.



The City of Norman Historic District Commission  
**FOR CERTIFICATE OF APPROPRIATENESS (COA)**

**Staff Only Use**

Item 2.

**HD Case #:**

**Date:**

**Received by:**

*Note: Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office. 405-366-5311*

**Address of Proposed Work:** 712 Miller Ave., Norman, OK 73069

**Applicant's Contact Information:**

Applicant's Name: Jeff Majewski

Applicant's Phone Number(s): 713-732-9596

Applicant's E-mail address: [jeff.majewski@cbre.com](mailto:jeff.majewski@cbre.com)

Applicant's Address: 13810 Myrtlea Dr., Houston, TX 77079

Applicant's relationship to owner:  Contractor  Engineer  Architect

**Owner's Contact Information: (if different than applicant)**

Owner's Name: Same

Owner's Phone Number(s):

Owner's E-mail:

**Project(s) proposed: (List each item of proposed work requested. Work not listed cannot be reviewed.)**

1) Repair and replace inoperable exterior garage door.

2)

3)

4)

**Supporting documents such as project descriptions, drawings and pictures are required see checklist page for requirements.**

**Authorization:** I hereby certify that all statements contained within this application, attached documents and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with the approved plans and to follow all City of Norman regulations for such construction. I authorize the City of Norman to enter the property for the purpose of observing and photographing the project for the presentations and to ensure consistency between the approved proposal and the completed project. I understand that no changes to approved plans are permitted without prior approval from the Historic Preservation Commission or Historic Preservation Officer.

**Property Owner's Signature:** 

**Date:** 11/2/23

(If applicable): I authorize my representative to speak in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.

**Authorized Representative's Printed Name:**

**Authorized Representative's Signature:**

**Date:**

The City of Norman Historic District Commission Certificate of Appropriateness Request  
**Application Checklist**

**Supporting Documents**

The purpose of supporting documentation is to illustrate existing conditions and proposed work as installed. Photos, site plan, elevation drawings, and specification sheets all need to clearly illustrate both the existing status as well as the proposed changes. It is recommended that you meet with the Historic Preservation Officer prior to submitting your COA application request to ensure you have a complete application by deadline. Incomplete applications will not be forwarded for review by the Historic District Commission. Please contact staff to discuss project before submitting application (405)366-5392.

**A. Documentation of Existing Conditions** – Pictures of the appearance, condition and dimensions of any existing materials to be replaced or altered must be submitted.

**B. Site Plan** – Show existing structures and site elements as well as proposed structures and site elements. The following elements should be included on a site plan drawn to scale:

- Buildings, garages, sheds
- Fences, walls
- Sidewalks, driveways, parking pads
- Patios, decks, Swimming pools, etc.
- Trees (see F Tree Preservation Plan)

**Note:** Additions and New Structures need to show adjacent property structures and site elements on the site plan.

**C. Illustration of the proposed materials and design** - Photos, drawings and/or samples must be provided to illustrate the design, materials, and finishes of the proposed work.

**D. Elevation drawings and floor plans indicating existing and proposed features:**

- |   |   |
|---|---|
| <input type="checkbox"/> Exterior materials               | <input type="checkbox"/> Architectural Elements   |
| <input type="checkbox"/> Doors                            | <input type="checkbox"/> Windows                  |
| <input type="checkbox"/> Foundation materials, dimensions | <input type="checkbox"/> Porches, stoops, gutters |
| <input type="checkbox"/> Roof, ridgeline, chimneys        | <input type="checkbox"/> Steps, ramps, railings   |

**E. Trees Preservation Plan showing (required for major projects only, such as additions).** This can be included on site plan. Show existing large shade trees 8" in diameter or greater and existing ornamental trees greater than 4" in diameter. Description of how existing trees will be protected during construction needs to be provided. Any trees proposed to be removed must be indicated.

**F. Additional Documents for New Construction or Additions:**

- |   |   |
|---|---|
| <input type="checkbox"/> Streetscape elevation of existing structure and adjacent structures                          | <input type="checkbox"/> Floor height of proposed house addition, comparison to adjacent properties       |
| <input type="checkbox"/> Color Photos of site - front, side and rear  | <input type="checkbox"/> Total height of proposed house or addition, comparison to neighboring structures |
| <input type="checkbox"/> Site Plan to include structures, pavement, trees of subject property and adjacent properties | <input type="checkbox"/> Elevation drawings of each façade of proposed house or addition                  |
| <input type="checkbox"/> Topographical information if proposing to change grades of site                              | <input type="checkbox"/> Floor Plans  |







### Request for Certificate of Appropriateness

Applicant: Michelle & Jeff Majewski

OK Address: 712 Miller Avenue, Norman, OK 73069



Request: Approval for replacement of garage door.

The house at 712 Miller Ave. was built in 1951. Review of the City of Norman Historic Preservation Guidelines, 1951 construction falls outside the definition of the Miller Historic District defined as house built between 1910 – 1938 (section 1.6.2). Could not locate specific Guideline requirements for homes outside this time period.

The existing garage was inoperable. Would close on its own, which presented a life safety issue for occupants as well as vehicles. In addition, the prior garage door was not insulated, which created an unacceptable and dangerously frigid environment in the garage during the cold Norman winters.

The garage door was replaced with an insulated, metal door. Per section 2.4.11 of the City of Norman Historic Preservation Guidelines, a garage replacement door can be metal. Original size height & width must be maintained. The replacement door is exactly the same size and style – 4 panel & white.

Wanting to stay within the same genre as our neighbors, we reviewed surrounding properties and noted they had the same type of door as the Miller Ave. replacement. The surrounding properties, have a similar style door, both in material and appearance.

As you can see from the photo above, we are very proud of our Miller Ave. house. We fell in love with the neighborhood and surrounding area. In our humble opinion, we believe we have one of the nicest properties in the neighborhood. As proud parents of 2 University of OK students, we greatly appreciate how the City of Norman has welcomed our family to the town.

**Lots 33 & 34 on the Radius Map**



**Lots 16 & 15 on the Radius Map**



**and Lot 14 on the Radius Map**



**Request for Certificate of Appropriateness**

**Applicant:** Michelle & Jeff Majewski  
**Address:** 712 Miller Ave., Norman, OK 73069

**Request:** Approval for replacement of garage door.

The house at 712 Miller Ave. was built in 1951. Review of the City of Norman Historic Preservation Guidelines, 1951 construction falls outside the definition of the Miller Historic District defined as house built between 1910 – 1938 (section 1.6.2).

The garage door was replaced with an insulated, metal door. Per section 2.4.11 of the City of Norman Historic Preservation Guidelines, a garage replacement door can be metal. Original size height & width must be maintained. The replacement door is exactly the same size and style – 4 panel & white.

Wanting to stay within the same genre as our neighbors, we observed numerous properties with the same type of door as 712 Miller Ave. Metal, 4 panel.

Per my review of the Miller Historic District, currently there are 7 houses located in the District with similar, metal garage doors. 5 are considered historic as defined in section 1.6.2.

**Miller Historic District**

Address	Yr Built	Historical Structure*	Metal Garage Door
620 Miller Ave.	1922	Yes	Yes
504 Miller Ave	1930	Yes	Yes
522 S. Crawford Ave.	1930	Yes	Yes
609 S. Crawford Ave.	1930	Yes	Yes
820 Miller Ave.	1940	No	Yes
915 Miller Ave.	1940	No	Yes
908 Miller Ave.	1921	Yes	Yes
712 Miller Ave.	1951	No	Yes

\* defined as houses built from 1910 - 1938 (section 1.6.2)





620 Miller Ave. **Built 1922**



504 Miller Ave. **Built 1930**



522 S. Crawford Ave. **Built 1930**



609 S. Crawford Ave. **Built in 1930**



820 Miller Ave. **Built in 1940**



915 Miller Ave. **Built in 1940**





908 Miller Ave. **Built in 1923**

**Proposal –**

- Utilize the existing garage door since the style is currently in use on both historical & non historical structures
- 712 Miller Avenue is not a historical structure
- Insert row of windows at the top
- Select from the 4 options below

**Current Garage Door**



**Previous Garage Door**



**Option 1 for window replacement**



Option 2



Option 3



Option 4



Submitted 4/18/2024

## 712 Miller Avenue

- Retain the existing metal garage door
- Add a veneer and trim to create the appearance that matches the recessed boxes and trim on the previous garage door. Picture attached.
- The garage door will be four panels with (2) recessed boxes on each panel

Submitted 4/18/2024



# **Historic District Commission Meeting Minutes**

**December 4, 2023**

**712 Miller Ave.**

Anais Starr presented the staff report.

- Anais Starr stated that this is an *ex post facto* request.
- Ms. Starr stated that this is a multi-unit structure and the proposed modifications will provide better internal programming to meet modern day expectations for a bedroom.
- Ms. Starr also stated that there is limited visibility of the non-contributing addition from the street.
- Commissioner Halford asked for clarification on where the brick will be when they are finished.

Alexandra Morelli, Applicant, discussed the project.

- Alexandra Morelli answered Commissioner Halford's question by stating the brick will be on the bottom section of the wall to match the existing brick seen on the rest of the house.
- Commissioner Thurston asked if they are doing anything to the windows on the west side of the addition.
- Ms. Morelli stated they will not be replacing any other windows at this time.

There were no public comments.

Commission Discussion:

- Commissioners found the request met Guidelines since the modifications are located on a non-original addition on the rear of the structure with limited visibility.

***The motion was passed unanimously with a vote of 7-0.***

4. (HD 23-41) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 712 MILLER AVE FOR THE REPLACEMENT OF THE GARAGE DOOR.

Commissioner Halford recused himself from this item.

**Motion** by Sarah Brewer to approve (HD 23-41) replacement of the garage door, as submitted; **Second** by Michael Zorba.

Anais Starr presented the staff report.

- Anais Starr stated that this is a non-contributing structure.
- Ms. Starr also pointed out that this is an *ex post facto* request.
- Commissioner Zorba asked if there were any pictures of the original door.
- Ms. Starr stated that she missed adding to the PowerPoint, but that it is similar to a neighboring house with the garage door that has a fan windows at the top.
- Commissioners pulled up the image on iPads from the Cleveland County Assessor's website which were shared with the rest of the Commission.

Jeff Mejeski, Applicant, discussed the project.

- Jeff Mejeski explained that they turned the garage back into a functioning garage, instead of storage.
- Mr. Mejeski stated that they would had to have replaced the all parts of the garage door and that the previous door was wood and was too heavy to work on the tracts to stay open.



- Commissioner Dysart asked the applicant if he knew if he was in the Historic District when purchasing the house.
- Mr. Mejeski stated that yes he did but that they didn't understand all that it entailed, but he was happy to be in the District and wanted to comply with District Guidelines.

There were no public comments.

#### Commission Discussion:

- Commissioner Baroff stated that it looks fine and blends in well with the house.
- Commissioner Thurston stated that she doesn't really have a problem with it as submitted since it is a non-contributing structure.
- Commissioner Brewer stated that she would rather it be wood since the original door was wood.
- Commissioner Zorba commented back stated that it is non-contributing and not too concerned about setting a precedent.
- Commissioners stated that they would rather it be wood door or wood veneer as well as recessed panels, since previous front facing garages requests had been approved with those criteria.
- Jeff Mejeski asked the Commission if they would be fine with a wood veneer over the metal since it won't be as heavy as a wood door.
- Commissioners stated that it would be a reasonable solution.
- Mr. Mejeski stated he would like to look at options and come back to the Commission with a revised proposal.

**Motion** by Michael Zorba to amend the original motion to postpone to the February 5, 2024 Historic District Commission meeting to allow for revisions to the request; **Second** by Sarah Brewer.

***This amendment was passed unanimously with a vote of 6-0.***

***This motion as amended was passed unanimously with a vote of 6-0.***

#### FEEDBACK ITEMS

5. (HD 23-37) FEEDBACK ON A PROPOSED REAR ADDITION FOR THE STRUCTURE AT 425 S LAHOMA.

Commissioner Sarah Brewer recused herself from this item.

Anais Starr presented the staff report.

Cameron Brewer, applicant, discussed the project.

- Cameron Brewer made a presentation regarding an addition to the back of their house to add a primary suite as well as an office area.
- Mr. Brewer showed the Commission proposed site plan and drawings of proposed addition.
- Mr. Brewer stated that all exterior materials will match the house and will be wood.

#### Commissioners Discussion:

- Commissioner Zorba asked where all the utilities would be located.



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 05/06/2024

**REQUESTER:** JT MURRELL

**PRESENTER:** ANAIS STARR, PLANNER II

**ITEM TITLE:** (HD 24-05) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 221 E ALAMEDA STREET FOR THE FOLLOWING MODIFICATIONS: A) REPLACEMENT OF REAR METAL WINDOW WITH WOOD WINDOW; AND B) INSTALLATION OF FRONT PORCH RAILINGS (POSTPONED FROM THE APRIL 8, 2024 MEETING).

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**Property Location**      **221 E Alameda Street  
Miller Historic District**

**Owner**                      **JT Murrell**

**Request**                      **(HD 24-05) Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness request for the property located at 221 E Alameda Street for the following modifications:**

**a) replacement of rear metal window with wood window;**

**b) installation of front porch railings (postponed from the April 8, 2024 Meeting).**

### **Property History** **Historical Information**

This property was not included in the historic surveys conducted for the Miller Historic District in 1988 and 2004. As a result, there is not a survey sheet from which to provide historical/architectural descriptions of this property. However, the Miller District map adopted by the City Council in 1997 indicates that the house on this property is a contributing structure to the Miller Historic District. Additionally, the 1944 Sanborn Map shows the house in its current location without the west wing of the structure, indicating that the addition is post-1944 construction. Staff has visited the property and the house appears consistent with pre-1944 construction. Therefore, due to its designation on the adopted map of the Miller Historic District and its consistency with the 1920-1940s construction, this property should be treated as a contributing structure to the Miller Historic District.

## Sanborn Insurance Maps

The principal structure is indicated in its present location on the 1925 and 1944 Sanborn Maps without the west wing of the house, indicating this addition was constructed after 1944.

## Previous Actions

**April 8, 2024** – A COA was approved for removal of French doors on front façade and replacement with windows; removal of window on the front façade and replacement with siding; modification of the rear door entry, as submitted; replacement of metal porch columns with smooth painted wood columns not to exceed 6" x 6", and trim around top and bottom. The COA request for shutters and a metal roof cap was denied.

## Overall Project Description

The applicant has recently purchased this property and sought exterior modifications at the April 8, 2024, Historic District Commission meeting. At that meeting, the Commission requested the applicant postpone the porch railing request and return with revisions based on the feedback received regarding the railing design. The applicant has now revised the porch railing drawings and is returning with the new version for approval. The applicant is also requesting to replace the small metal window on the rear of the structure with a wood window.

### a) Replace metal window on the rear of the structure with a wood window;

#### **Project Description**

The applicant proposes to replace a small metal window located on the rear of the structure with a custom built or salvaged wood window as illustrated on the submitted rendering.

#### **Reference - Preservation Guidelines**

The Historic District Commission will utilize the following *Preservation Guidelines* for review of the proposed work for the issuance of a Certificate of Appropriateness (COA).

#### **3.12 Guidelines for Windows**

*A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):*

- .1 Retain Original Windows.** *Retain and preserve original windows, including glass, frames, sash, muntins, sills, heads, moldings, surrounds, and hardware.*
- .2 Retain Historic Glass.** *Retain original glass in historic windows if at all possible. Leaded glass windows shall be preserved. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.*
- .3 Glass Replacement.** *Individual panes of historic glass that have been broken or cracked, may be replaced with modern-day clear glass. Salvaged historic glass or reproduction historic "wavy" glass is also acceptable replacement where historic glass was present.*
- .5 Replace Only Deteriorated Features.** *If replacement of a deteriorated window or door feature or details is necessary, replace only the deteriorated feature in-kind rather than the entire unit. Broken sash cords, for example, can be repaired and do not necessitate replacing an entire window. Match the original in design, dimension, placement, and material.*
- .6 Sash Replacement.** *Replacement sash, often referred to as sash replacement kits, are acceptable for use in historic structures. However, replacement window sash shall be unclad*

wood, with single-pane thickness, true divided light patterns that match the historic muntin pattern and profile of the house.

**.7 Window Replacement.** An original window that is deteriorated more than 50% and is not repairable may be replaced in-kind if it meets the following:

- a. Shall have a wood exterior, unless replacing a metal casement window.
- b. Light patterns same as the original.
- c. Size and dimension the same as the original.
- d. Double-pane simulated divided lights with wood muntins on the exterior and interior and a shadow bar between the panes may be allowed for windows on the side or rear that are not visible from the street.

**.8 Retain Original Metal Windows.** Replace original metal casement windows only as a last resort after weatherization measures have proven unsuccessful.

**.9 Preserve Original Openings.** Do not create new openings in the front or side façades of historic structures. Do not enlarge or diminish existing openings to fit stock window sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic windows for that structure in proportion, shape, location, pattern, size, materials, and details.

**.10 Materials.** Wood is allowable for in-kind replacement of windows. Aluminum-clad and metal windows can be considered for the replacement of metal casement windows that are deteriorated on a case-by-case basis. Fiberglass and aluminum-clad windows can be considered on non-contributing resources and on rear elevations not visible from the front right-of-way. Vinyl-clad windows are prohibited for both contributing and non-contributing structures in the historic district.

### Issues and Considerations

The *Guidelines* state original historic material should not be removed, especially windows. The existing metal window is not original to the house and therefore historic material will not be removed. The applicant proposes to match the existing windows in regards to material and pane configuration which meets the *Guidelines*.

The Commission would need to determine if the proposed replacement of the small metal window on the rear of the house with a wood window meets the *Preservation Guidelines* and whether or not such proposed work is compatible with this historic structure and the District as a whole.

### Commission Action:

(HD 24-05) Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness request for the property located at 221 E Alameda Street for the following modifications: a) Replace metal window on the rear of the structure with a wood window;

### b) Install front porch railings

#### Project Description

The applicant wishes to improve the front porch appearance and increase safety by installing wood railings as illustrated on submitted drawings.

### Reference – Preservation Guidelines

#### 3.16 Guidelines for Entrances, Porches, and Balconies

The Historic District Commission will use following criteria for review of a Certificate of Appropriateness (COA):

- .1 Preserve Original Entrances, Porches, and Balconies.** Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.
- .2 Replace Only Deteriorated Elements.** If replacement of a deteriorated detail or element of an entrance, porch, or balcony feature is necessary, replace only the deteriorated detail or element in-kind rather than the entire feature. Match the original in design, dimension, and material. Compatible substitute materials can be considered only if using the original material is not available.
- .3 Match Original.** If full replacement of an entrance, porch, or balcony is necessary, replace it in-kind, matching the original in design, dimension, detail, texture, and material. Compatible substitute materials can be considered only if original material is no longer available.
- .4 Replace Missing Features.** Replace missing entrance, porch, or balcony features with a new feature based on accurate documentation of the missing original or a new design compatible with the historic character of the building and the district.
- .7 Avoid Removing Details.** It is not appropriate to remove any detail material associated with entrances and porches, such as graining, beveled glass, or bead board, unless an accurate restoration requires it.
- .8 Avoid Changes to Primary Façades.** It is not appropriate to remove an original entrance or porch or to add a new entrance or porch on a primary façade.
- .9 Avoid False Historical Appearances.** Features or details that are introduced to a house shall reflect its style, period, and design. Features shall not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.
- .10 Maintain Porch Elevation.** At no time shall the porch elevation be lowered to grade and steps redesigned.
- .11 Maintain Wood Elements.** Wood porch floors and columns may require an eventual replacement due to moisture penetration; wood floors and columns shall only be replaced with wood of the same profile and dimension.
- 12. New Balconies and Porches.** Balconies and porches built on the rear and not visible from the front right-of-way are to be constructed to be compatible with the principal structure in material, scale, and size. New balconies or porches on the front or side of a historic structure will only be considered if there is historic evidence that one existed. The design and materials are to be based on historic evidence of the design or be a design seen in similar structures in the historic neighborhood.
- 13. Respect Design.** Original design, construction, and materials shall be respected on primary façades. Installation of non-original materials, such as decorative tile, is not appropriate.

### Issues and Considerations

The *Preservation Guidelines* indicated the addition of features to an historic front porch is not appropriate. It is unclear if porch railings existed at one point on this structure. In the past, the Commission has allowed installation of simple railings, as proposed here, for safety reasons. Per the *Guidelines*, new features, should reflect the style, period, and design of the historic structure and not create a false sense of history.

The proposed revised railings are similar to those seen on structures in the Miller Historic District. The railings appear to meet the *Guidelines* for materials, location and design.

The Commission would need to determine if installation of railings as submitted meets the *Preservation Guidelines* and whether or not such proposed work is compatible with this historic house and the District as a whole.

**Commission Action:** (HD 24-05) Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness request for the property located at 221 E Alameda Street for the following modifications: b) install front porch railings.



**Staff Only Use:**

**HD Case #** \_\_\_\_\_

**Date** \_\_\_\_\_

**Received by:** \_\_\_\_\_

The City of Norman Historic District Commission  
**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)**

**Note:** Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office 405-366-5311.

**Address of Proposed Work:** 221 Alameda Street Norman OK

**Applicant's Contact Information:**

Applicant's Name: JT Murrell • Owner, Jonathan Thurman Acquisitions LLC

Applicant's Phone Number(s): 4055039319

Applicant's E-mail address: jt@life.church

Applicant's Address: 21391 Highlander Ridge Drive Edmond OK 73012

Applicant's relationship to owner:  Contractor  Engineer  Buyer In Contract

**Owner's Contact Information: ( if different than applicant)**

Owner's Name: G. Marie Badillo Rev Trust, Don Martz - executor

Owner's Phone Number(s): 405-778-0323

Owner's E-mail: lana@wienstroer.com

**Project(s) proposed: (List each item of work proposed. Work not listed here cannot be reviewed.)**

- 1) Replace French door at end of driveway with windows of similar size and age as the rest of the windows. Cedar shutters on front of house. Remove wrought iron from porch, build craftsmen tapered pillars, wooden railing.
- 2) Remove window that contains the window AC unit at the end of the driveway and replace with matching siding.
- 3) Lift the rear exterior door approximately 17" to meet the new height of the laundry room floor. Add steps per code. Add roof ridge caps.
- 4) Remove aluminum storm windows and replace with custom built wood storm windows that will match prime window measurements at the bottom rail, top rail, stiles, and meeting rails. Mounted with sash hanges and equipped with stays.

**Supporting documents such as project descriptions, drawings and pictures are required see checklist page for requirements.**


**Authorization:**

I hereby certify that all statements contained within this application, attached documents and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with the approved plans and to follow all City of Norman regulations for such construction. I authorize the City of Norman to enter the property for the purpose of observing and photographing the project for the presentations and to ensure consistency between the approved proposal and the completed project. I understand that no changes to approved plans are permitted without prior approval from the Historic Preservation Commission or Historic Preservation Officer

**Property Owner's Signature:** Don Martz, Executor **Date:** 3/7/24

(If applicable): I authorize my representative to speak in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.

**Authorized Representative's Printed Name:** JT Murrell

**Authorized Representative's Signature:**  **Date:** 3/7

The City of Norman Historic District Commission Certificate of Appropriateness Request  
**Application Checklist**

**Supporting Documents**

The purpose of supporting documentation is to illustrate existing conditions and proposed work as installed. Photos, site plan, elevation drawings, and specification sheets all need to clearly illustrate both the existing status as well as the proposed changes. It is recommended that you meet with the Historic Preservation Officer prior to submitting your COA application request to ensure you have a complete application by deadline. Incomplete applications will not be forwarded for review by the Historic District Commission. Please contact staff to discuss project before submitting application (405)366-5392.

**A. Documentation of Existing Conditions** – Pictures of the appearance, condition and dimensions of any existing materials to be replaced or altered must be submitted.

**B. Site Plan** – Show existing structures and site elements as well as proposed structures and site elements. The following elements should be included on a site plan drawn to scale:

- Buildings, garages, sheds
- Fences, walls
- Sidewalks, driveways, parking pads
- Patios, decks, Swimming pools, etc.
- Trees (see F Tree Preservation Plan)

**Note:** Additions and New Structures need to show adjacent property structures and site elements on the site plan.

**C. Illustration of the proposed materials and design** - Photos, drawings and/or samples must be provided to illustrate the design, materials, and finishes of the proposed work.

**D. Elevation drawings and floor plans indicating existing and proposed features:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Exterior materials    | <input type="checkbox"/> Architectural Elements            |
| <input type="checkbox"/> Doors                            | <input checked="" type="checkbox"/> Windows                |
| <input type="checkbox"/> Foundation materials, dimensions | <input type="checkbox"/> Porches, stoops, gutters          |
| <input type="checkbox"/> Roof, ridgeline, chimneys        | <input checked="" type="checkbox"/> Steps, ramps, railings |

**E. Trees Preservation Plan showing (required for major projects only, such as additions).** This can be included on site plan. Show existing large shade trees 8” in diameter or greater and existing ornamental trees greater than 4” in diameter. Description of how existing trees will be protected during construction needs to be provided. Any trees proposed to be removed must be indicated.

**F. Additional Documents for New Construction or Additions:**

<input type="checkbox"/> Streetscape elevation of existing structure and adjacent structures	<input type="checkbox"/> Floor height of proposed house addition, comparison to adjacent properties
<input type="checkbox"/> Color Photos of site - front, side and rear	<input type="checkbox"/> Total height of proposed house or addition, comparison to neighboring structures
<input type="checkbox"/> Site Plan to include structures, pavement, trees of subject property and adjacent properties	<input type="checkbox"/> Elevation drawings of each façade of proposed house or addition
<input type="checkbox"/> Topographical information if proposing to change grades of site	<input type="checkbox"/> Floor Plans

**Staff Only Use:**

**HD Case #** \_\_\_\_\_

**Date** \_\_\_\_\_

**Received by:** \_\_\_\_\_

The City of Norman Historic District Commission  
**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)**

**Note:** Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office 405-366-5311.

**Address of Proposed Work:** 221 Alameda Street Norman OK

**Applicant's Contact Information:**

Applicant's Name: JT Murrell • Owner, Jonathan Thurman Acquisitions LLC

Applicant's Phone Number(s): 4055039319

Applicant's E-mail address: jt@life.church

Applicant's Address: 21391 Highlander Ridge Drive Edmond OK 73012

Applicant's relationship to owner:  Contractor  Engineer  Owner

**Owner's Contact Information: ( if different than applicant)**

Owner's Name: JT Murrell

Owner's Phone Number(s): 405-503-9319

Owner's E-mail: jt@life.church

**Project(s) proposed: (List each item of work proposed. Work not listed here cannot be reviewed.)**

1) Remove rear exterior, aluminum window and replace with 3 pane wood window that matched the rest of the house.

2)

3)

4)

**Supporting documents such as project descriptions, drawings and pictures are required see checklist page for requirements.**


**Authorization:**

I hereby certify that all statements contained within this application, attached documents and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with the approved plans and to follow all City of Norman regulations for such construction. I authorize the City of Norman to enter the property for the purpose of observing and photographing the project for the presentations and to ensure consistency between the approved proposal and the completed project. I understand that no changes to approved plans are permitted without prior approval from the Historic Preservation Commission or Historic Preservation Officer

**Property Owner's Signature:**  **Date:** 4/16/24

(If applicable): I authorize my representative to speak in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.

**Authorized Representative's Printed Name:** JT Murrell

**Authorized Representative's Signature:**  **Date:** 4/16/24

The City of Norman Historic District Commission Certificate of Appropriateness Request  
**Application Checklist**

**Supporting Documents**

The purpose of supporting documentation is to illustrate existing conditions and proposed work as installed. Photos, site plan, elevation drawings, and specification sheets all need to clearly illustrate both the existing status as well as the proposed changes. It is recommended that you meet with the Historic Preservation Officer prior to submitting your COA application request to ensure you have a complete application by deadline. Incomplete applications will not be forwarded for review by the Historic District Commission. Please contact staff to discuss project before submitting application (405)366-5392.

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  - Sidewalks, driveways, parking pads
  - Patios, decks, Swimming pools, etc.
  - Trees (see F Tree Preservation Plan)
- Note:** Additions and New Structures need to show adjacent property structures and site elements on the site plan.

**C. Illustration of the proposed materials and design** - Photos, drawings and/or samples must be provided to illustrate the design, materials, and finishes of the proposed work.

**D. Elevation drawings and floor plans indicating existing and proposed features:**

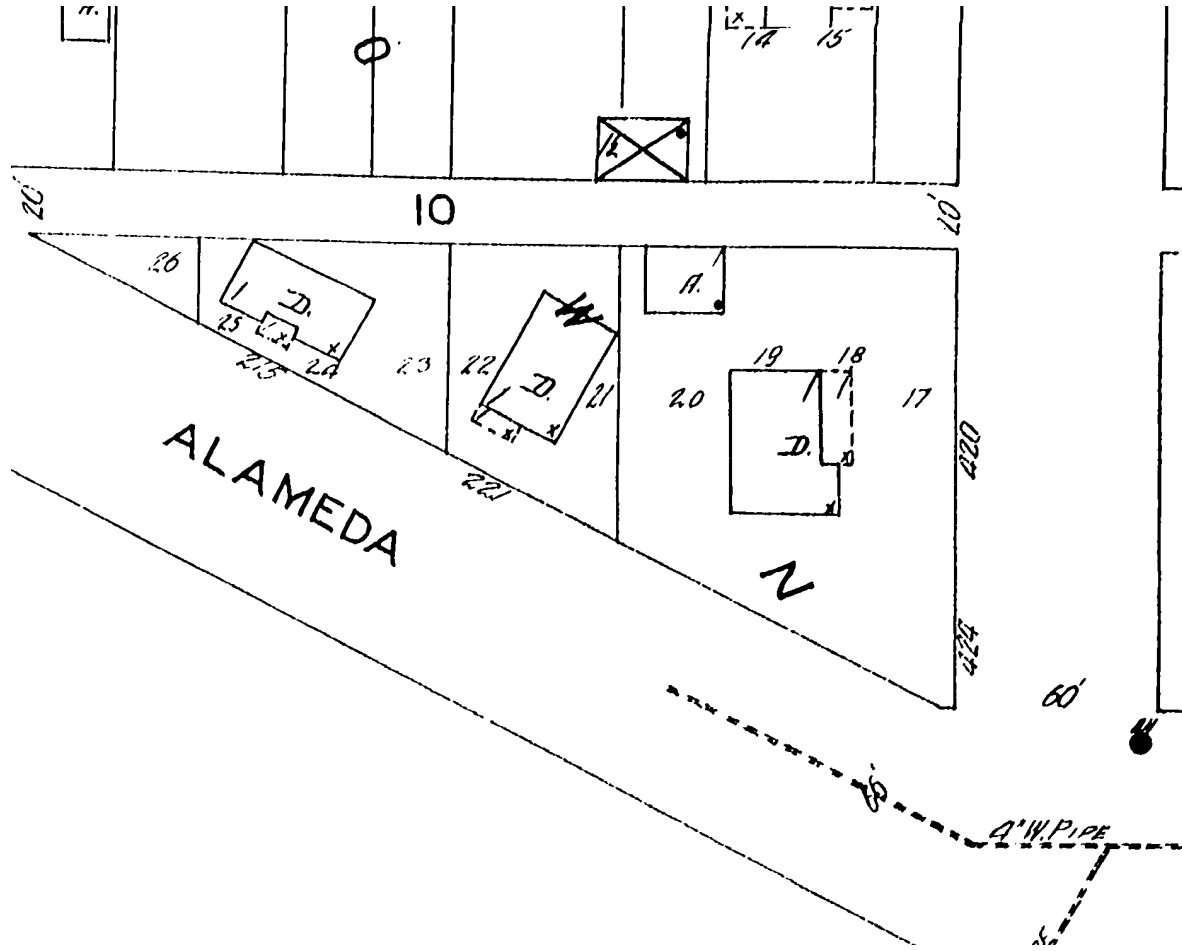
- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Exterior materials    | <input type="checkbox"/> Architectural Elements   |
| <input type="checkbox"/> Doors                            | <input checked="" type="checkbox"/> Windows       |
| <input type="checkbox"/> Foundation materials, dimensions | <input type="checkbox"/> Porches, stoops, gutters |
| <input type="checkbox"/> Roof, ridgeline, chimneys        | <input type="checkbox"/> Steps, ramps, railings   |

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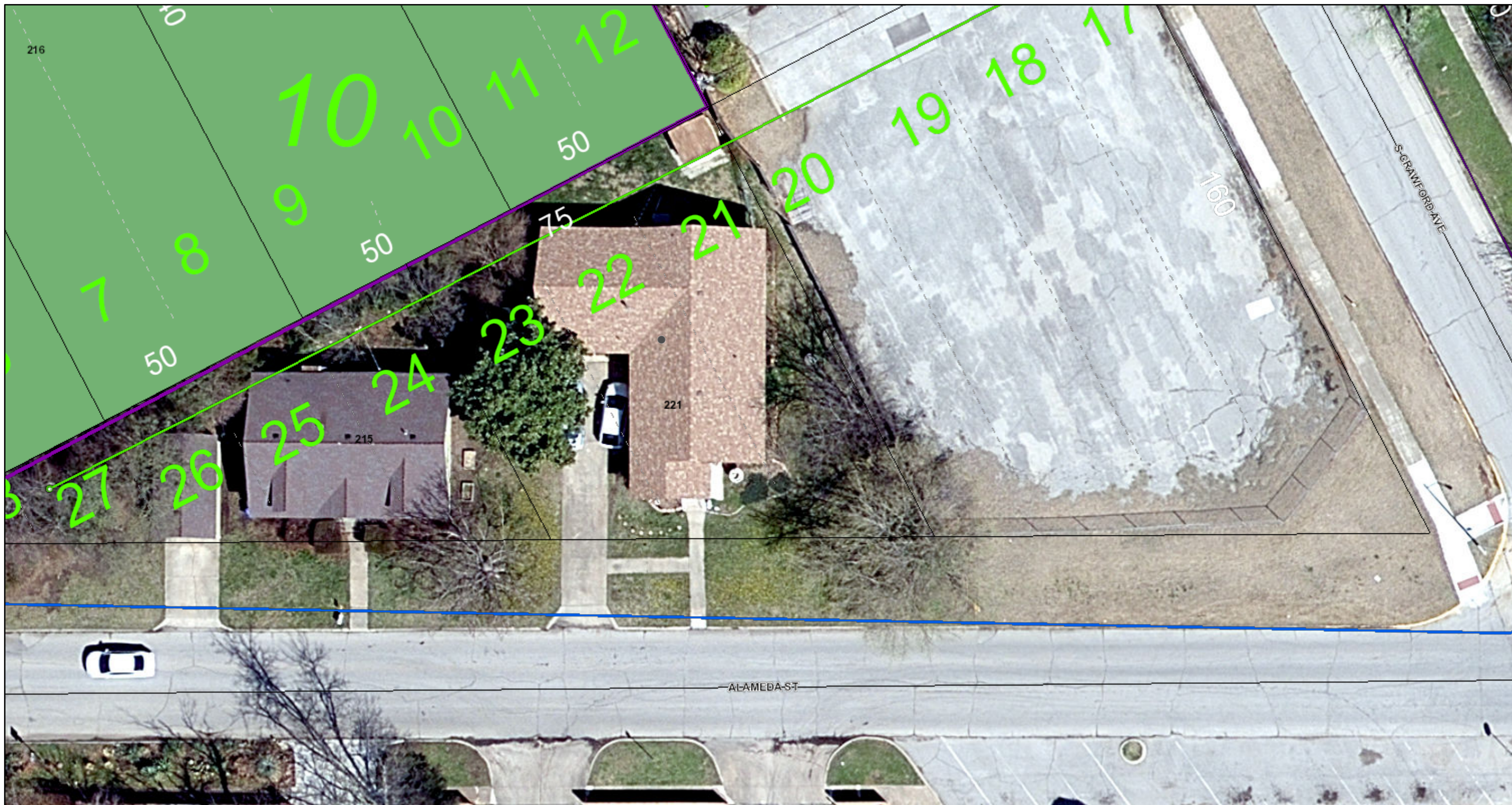
- |   |   |
|---|---|
| <input type="checkbox"/> Streetscape elevation of existing structure and adjacent structures                          | <input type="checkbox"/> Floor height of proposed house addition, comparison to adjacent properties       |
| <input type="checkbox"/> Color Photos of site - front, side and rear  | <input type="checkbox"/> Total height of proposed house or addition, comparison to neighboring structures |
| <input type="checkbox"/> Site Plan to include structures, pavement, trees of subject property and adjacent properties | <input type="checkbox"/> Elevation drawings of each façade of proposed house or addition                  |
| <input type="checkbox"/> Topographical information if proposing to change grades of site                              | <input type="checkbox"/> Floor Plans  |





1944 Sanborn Map



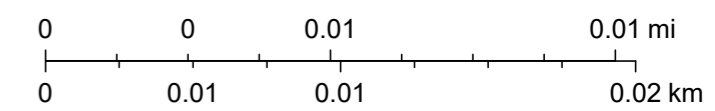


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- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li> Core Area</li> <li> Community Separator 2025</li> <li> Ten Mile Flats 2025</li> <li> Flood Hazard Zone</li> <li> 100 floodway</li> <li> Stream Planning Corridors</li> <li> Historic Districts</li> <li> Porter Commercial Limit</li> <li> Central Norman Zoning Overlay District</li> <li> CCFBC Legacy Zoning</li> <li> A-1: General Agricultural</li> </ul> | <ul style="list-style-type: none"> <li> A-2: Rural Agricultural</li> <li> C-1: Local Commercial</li> <li> C-2: General Commercial</li> <li> C-3: Intensive Commercial</li> <li> C-O: Suburban Office Commercial</li> <li> CO: Suburban Office Commercial</li> <li> CR: Rural Commercial</li> <li> I-1: Light Industrial</li> <li> I-2: Heavy Industrial</li> <li> M-1: Restricted Industrial</li> <li> O-1: Office_Institutional</li> <li> PL: Park Land</li> <li> PUD: Planned Unit Development</li> <li> R-1: Single Family Dwelling</li> <li> R-1A: Single Family Attached Dwelling</li> <li> R-2: Two-Family Dwelling</li> <li> R-3: Multi-Family Dwelling</li> <li> R-E: Residential Estates</li> <li> RE: Residential Estates</li> <li> RM-2: Low Density Apartment</li> <li> RM-4: Mobile Home Park</li> <li> RM-6: Medium Density Apartment</li> <li> RO: Residence-Office</li> <li> ROW: Right of Way</li> <li> TC: Tourist Commercial</li> <li> Unclassified</li> <li> CCFBC Building Form Standard</li> <li> Detached</li> <li> Urban General</li> <li> Urban Residential</li> <li> Urban Storefront</li> <li> CCFBC Parking Setback</li> <li> CCFBC Required Build Line</li> <li> CCFBC Exception</li> <li> Easement</li> <li> Conservation Easements</li> <li> Lot Line</li> <li> Parcel</li> <li> Storm Drainage Area</li> <li> Storm Drainage Lines</li> <li> Storm Drainage Points</li> <li> Gravity Main</li> <li> Manhole</li> <li> Lift Station</li> <li> WMains</li> <li> Hydrant</li> <li> Address Number</li> <li> OU</li> <li> Park</li> <li> Lake Thunderbird</li> <li> Railroad</li> <li> Streets</li> <li> Centerline Labels (10,000+)</li> <li> AerialPhoto2021</li> <li> Red: Band_1</li> </ul> |
|--|---|

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li> Green: Band_2</li> <li> Blue: Band_3</li> <li> AerialPhoto2019</li> <li> Red: Band_1</li> <li> Green: Band_2</li> <li> Blue: Band_3</li> <li> AerialPhoto2017</li> <li> Red: Band_1</li> <li> Green: Band_2</li> <li> Blue: Band_3</li> <li> AerialPhoto2015</li> <li> Red: Band_1</li> </ul> | <ul style="list-style-type: none"> <li> Green: Band_2</li> <li> Blue: Band_3</li> <li> AerialPhoto2013</li> <li> Red: Band_1</li> <li> Green: Band_2</li> <li> Blue: Band_3</li> <li> AerialPhoto2010</li> <li> Red: Band_1</li> <li> Green: Band_2</li> <li> Blue: Band_3</li> <li> AerialPhoto2007</li> <li> Red: Band_1</li> </ul> | <ul style="list-style-type: none"> <li> Green: Band_2</li> <li> Blue: Band_3</li> <li> AerialPhoto2005</li> <li> Red: Band_1</li> <li> Green: Band_2</li> <li> Blue: Band_3</li> <li> AerialPhoto2001</li> <li> AerialPhoto1997</li> <li> AerialPhoto2007</li> <li> Red: Band_1</li> </ul> |
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City of Norman, GIS Services Division, Merrick



# SITE PLAN

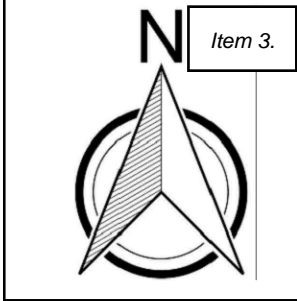
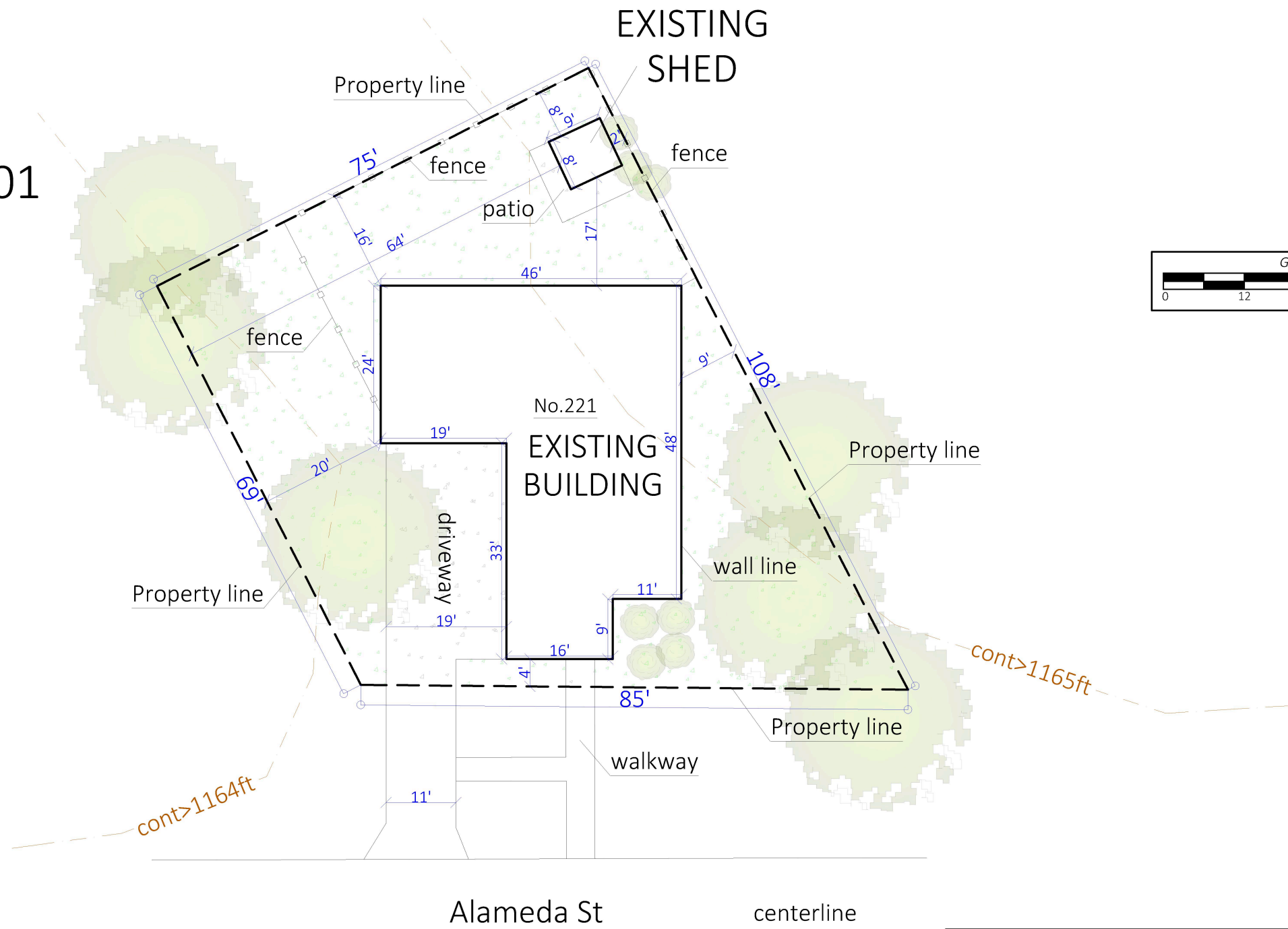
221 Alameda St

Norman, OK 73069

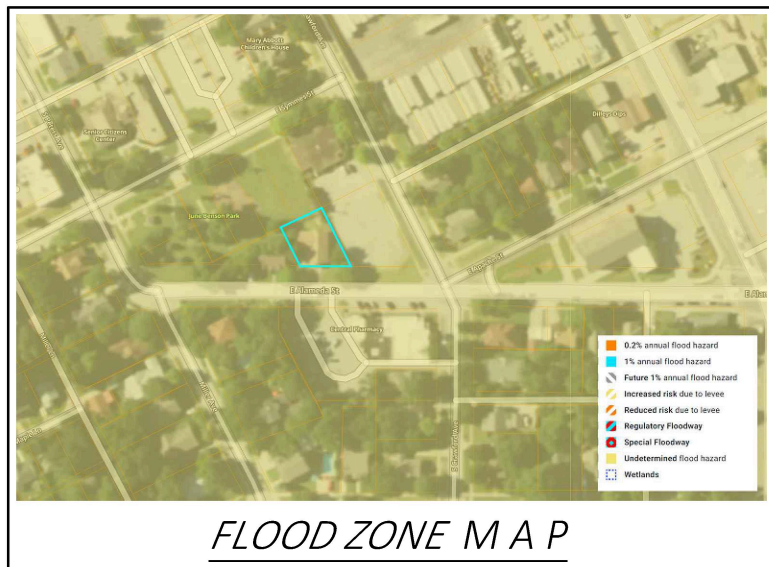
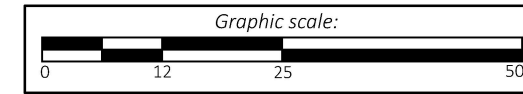
Parcel ID: NC29AAAOT 10 21001

Lot area: 0.12 Acres

Paper Size: 11"x17"



scale 1"=20'



## Calculating Building and Lot Coverage Percentages

Lot area: 5,227 sq.ft.

Total building coverage (gross floor area): 2,007 sq.ft.

Building Coverage Percentage:  $2,007 \text{ sq.ft.} / 5,227 \text{ sq.ft.} = 0.38397 = 38.4\%$

Total Lot Coverage: 2,749 sq.ft.

Lot Coverage Percentage:  $2,749 \text{ sq.ft.} / 5,227 \text{ sq.ft.} = 0.525592 = 52.6\%$

\*Total landscape areas:







### **INSTALL WOOD WINDOW**

- **36"X32" ALUMINUM WINDOW IS CURRENTLY ON THE REAR OF THE HOUSE**
- **WE HAVE A 36"X32" CEDAR WOOD WINDOW THAT MATCHES THE REST OF THE ORIGINAL WINDOWS**
- **REQUEST PERMISSION TO INSTALL WOOD WINDOW**







## **PORCH & STAIR RAILING**

- **PAINTED SMOOTH WOOD**
- **2" X 2" 26" BALUSTERS**
- **3.25" BALLUSTER SPACING**
- **3.5" W TOP AND BOTTOM RAILS**
- **3.5" W STAIR HANDRAILS**













# CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 05/06/2024

**REQUESTER:** DAVE BOECK & STEPHEN TEEL

**PRESENTER:** ANAIS STARR, PLANNER II

**ITEM TITLE:** (HD 24-04) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 485 COLLEGE AVENUE FOR THE FOLLOWING MODIFICATIONS: A) INSTALLATION OF A 4' WROUGHT IRON FENCE WITH BRICK COLUMNS IN THE FRONT YARD; B) INSTALLATION OF AN 8' SOLID METAL FENCE WITH BRICK COLUMNS IN THE SIDE YARD; C) INSTALLATION OF AN 8' SOLID METAL FENCE WITH BRICK COLUMNS IN THE REAR YARD; D) INSTALLATION OF WROUGHT IRON GATES OVER DRIVEWAY; E) REMOVAL OF EXISTING FRONT YARD PARKING AND RECONFIGURATION OF THE DRIVEWAY; F) INSTALLATION OF GUTTERS ON THE HOUSE; G) INSTALLATION OF GUTTERS ON THE ACCESSORY STRUCTURE; H) REPLACEMENT OF EXISTING WINDOWS WITH ALTERNATIVE MATERIAL WINDOWS ON THE HOUSE; I) REPLACEMENT OF EXISTING WINDOWS WITH ALTERNATIVE MATERIAL WINDOWS ON THE ACCESSORY STRUCTURE; J) ADDITION OF DORMERS TO THE FRONT FAÇADE OF THE HOUSE; K) ADDITION OF A PORCH TO THE FRONT FAÇADE OF THE HOUSE; L) ADDITION OF A PORCH TO THE FRONT FAÇADE OF THE ACCESSORY STRUCTURE; M) INSTALLATION OF A METAL AND GLASS SUNROOM TO THE REAR OF THE HOUSE; N) INSTALLATION OF A SWIMMING POOL AND ASSOCIATED DECKING IN THE SIDE YARD; O) INSTALLATION OF A NEW CONCRETE WALKWAY IN THE FRONT YARD; AND P) INSTALLATION OF NEW CONCRETE WALKWAYS IN THE SIDE AND REAR YARDS (ALL ITEMS WERE POSTPONED FROM THE APRIL 8, 2024 MEETING).

**Location**                      **485 College Avenue  
Chautauqua Historic District**

**Applicant  
Owner**                              **Dave Boeck, Architect  
Stephen Teel**

## Request

(HD 24-04) Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness request for the property located at 485 College Avenue for the following modifications:

- a) Installation of a 4' wrought iron fence with brick columns in the front yard;
- b) Installation of an 8' solid metal fence with brick columns in the side yard;
- c) Installation of an 8' solid metal fence with brick columns in the rear yard;
- d) Installation of wrought iron gates over driveway;
- e) Removal of existing front yard parking and reconfiguration of the driveway;
- f) Installation of gutters on the house;
- g) Installation of gutters on the accessory structure;
- h) Replacement of existing windows with alternative material windows on the house;
- i) Replacement of existing windows with alternative material windows on the accessory structure;
- j) Addition of dormers to the front façade of the house;
- k) Addition of a porch to the front façade of the house;
- l) Addition of a porch to the front façade of the accessory structure;
- m) Installation of a metal and glass sunroom to the rear of the house;
- n) Installation of a swimming pool and associated decking in the side yard;
- o) Installation of a new concrete walkway in the front yard; and
- p) Installation of new concrete walkways in the side and rear yards.

(All items were postponed from the April 8, 2024 Meeting)

## Background

### Historical Information

#### **1988 Chautauqua Historic District Survey Information:**

**485 College Ave.** Circa 1935. This is a contributing, Colonial Revival, two-story, weatherboard single dwelling. It has a gabled roof with a brick chimney on the north end. It does not have any porch or columns on the front, but there is a gabled wing that projects from the front of the house with a bay window. The siding has been clad with vinyl and the entry hood has been replaced.

**485 ½ College Ave.** Circa 1935. This non-contributing structure was originally built for automobile storage. It has a gable roof with no porch, chimney, or columns and has no discernible architectural style. Sometime after 1944, the exterior siding was clad with metal siding and the garage was converted to an accessory structure. The windows are metal while the door is wood panel. Due to alterations, this structure is considered non-contributing.

### Sanborn Map Information

According to the 1944 Sanborn Insurance Map, the main structure with the attached front wing configuration is present in its current location and size. The map also shows the garage structure situated along the southern property line in its current location and configuration.

### Previous Actions

This property was designated part of the Chautauqua Historic District on August 14, 2018.

**March 7, 2022** – The property owner requested a feedback session with the Commission about the removal of existing structures to accommodate the installation of a garage, swimming pool, greenhouse, and carport. The Commission indicated that the demolition of historic structures did not meet the *Preservation Guidelines*. For the Commission's reference, the minutes from that meeting have been attached.

**April 1, 2024** – The April 1, 2024 Historic District Commission meeting where COA requests for this property were to be heard was postponed to April 8, 2024 due to inclement weather.

**April 8, 2024** – The applicant requested a postponement to the May 6, 2024 Historic District Commission meeting as he was unable to attend this meeting date.

### Reference - Historic District Ordinance

**36-535.a.2 (g):** *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern day uses and conveniences for their residents.*

**36-535.c.3:** *Changes to rear elevations do require a COA; however the rear elevation of a historic structure is considered a secondary elevation and is therefore regulated to a lower standard to allow flexibility for additions or other modern day appurtenances.*

### Reference - Preservation Guidelines

The Historic District Commission will utilize the *Preservation Guidelines* for review of the proposed work for the issuance of a Certificate of Appropriateness (COA).

**See Appendix A for Preservation Guidelines sections pertinent to this application.**

### Project Overview Description

As noted above, after receiving feedback from the Historic District Commission, Mr. Teel started developing renovation plans for his property located at 485 College Avenue. During the planning process, he decided to increase the depth of his property by adjusting the rear property line between 490 Elm Avenue and 485 College Avenue. Even though Mr. Teel owned both lots, he had to ensure that both lots carried the same zoning district designation to proceed with the lot line adjustment request through the City. In June of 2023, Mr. Teel successfully rezoned the property at 485 College Avenue from R-3, Multi-Family Dwelling District, to R-1, Single Family Dwelling District. Several months later, the lot line adjustment was successfully processed.

With the rezoning request and lot line adjustment complete, Mr. Teel is now returning to the Historic District Commission with desired proposed alterations for the following proposed work:

the installation of metal and wrought iron fencing around the perimeter of the yard, façade modifications to the house and the accessory structure, replacement of existing metal windows with metal windows for both the house and the accessory structure, the addition of a sunroom to the rear of the house, the reconfiguration of the driveway, the installation of a swimming pool, and the addition of private walkways.

In addition, the applicant also proposes to remove the vinyl siding on both the house and accessory building to reveal the original wood siding underneath. The applicant proposes to repair and repaint the original wood siding which is an allowed request through the Administrative Bypass process and does not require review by the Commission.

## **REQUESTS**

### **a) Installation of a 4' wrought iron fence with brick columns in the front yard.**

#### ***Description:***

The applicant is requesting to install a 4-foot wrought iron fence with brick columns around the front yard, as indicated on the submitted site plan.

Per the Zoning Ordinance and *Preservation Guidelines*, the front yard is defined as the area located in front of the house. The side yard is the area located between the front edge and back edge of the principal structure, while the rear yard begins at the back edge of the principal structure and extends to the rear property line.

#### ***Issues and Considerations:***

The fence meets the *Preservation Guidelines* in terms of placement, materials, and size. However, the fence design of wrought iron with brick columns is not historical, nor is it typical of the Chautauqua Historic District. According to the *Guidelines for Fences and Masonry Walls*, fences should be compatible in scale and style with other fences used elsewhere in the Historic District, or typical of the residential structures of this type, age, and location.

Staff would also note that a wrought iron fence with brick columns is a more permanent feature than the standard wood picket fence seen in the Chautauqua Historic District.

The Commission would need to determine whether the proposed 4' wrought iron fence with brick columns meets the *Preservation Guidelines* and whether or not such proposed work is compatible with this historic structure and the District as a whole.

#### ***Commission Action:***

Consideration of approval, rejection, amendment, and/or postponement of (HD 24-04) the Certificate of Appropriateness request for 485 College Avenue for a) the installation of 4' wrought iron fence with brick columns in the front yard;

### **b) Installation of an 8' solid metal fence with brick columns in the side yard.**

#### ***Description:***

The applicant wishes to install an 8' solid metal custom-made fence with brick columns as illustrated on his drawing. The 8' fence is proposed along the side property lines



beginning at the front edge of the main portion of the house and extending to the rear edge of the house on both the north and south property lines as shown on the submitted site plan.

The Zoning Ordinance and the *Preservation Guidelines* define side yards as the area between the front edge and back edge of the principal structure. The rear yard begins at the back edge of the principal structure and extends to the rear property line. The Zoning Ordinance does allow for 8' fences behind the 25' front yard setback line.

***Issues and Considerations:***

The *Preservation Guidelines for Fences* state that fences taller than 6' are not permitted in side yards, except upon review by the Historic District Commission. Fences taller than 6' are not typical of the Chautauqua District.

In the past, the Historic District Commission has not approved 6' fences in the side yards due to their impact on historic structures. In the past the Commission has approved 6' fences between adjacent properties when property lines did not align, creating privacy issues (as seen between 410 Peters and 504 Miller), or in the case of a side yard being adjacent to an alleyway creating security issues (as seen at 713 Cruce Street). For other side yard fence requests, the Commission has approved fences that taper from 6' at the rear of the house to 4' at the front of the house and terminate before the front edge of the house.

It should be noted that the applicant faces privacy issues along the southern property line of his house, as there is a parking lot adjacent to the property. The applicant intends to install a swimming pool between the south side of the house and the south property line, as shown on the site plan. It may be reasonable to allow for a fence 6' or taller along the south property line.

The *Preservation Guidelines for Fences* indicates that metal fences are to be iron or cast or forged metal whereas the proposed fence will be a solid metal fence with a design cut into the top portion of the fence illustrated on the site plan. This proposed 8' solid metal fence is not typical of fences seen in the Historic Districts and will have visibility from the front right-of-way.

Staff would also note that this solid metal fence with brick columns is a more permanent feature than the standard stockade fences seen in the Chautauqua Historic District.

The Commission would need to determine if the proposed metal fence with brick columns along the side yard meets the *Preservation Guidelines* and whether or not such proposed work is compatible with this historic property and the District as a whole.

***Commission Action:***

Consideration of approval, rejection, amendment, and/or postponement of (HD 24-04) the Certificate of Appropriateness request for 485 College Avenue for b) installation of an 8' solid metal fence with brick columns in the side yard.

**c) Installation of an 8' solid metal fence with brick columns in the rear yard.**

***Description:***

The applicant wishes to install an 8' solid metal custom made fence with brick columns as illustrated in his submittal in the rear yard.

The Zoning Ordinance and the *Preservation Guidelines* define side yards as the area between the front edge and back edge of the principal structure. The rear yard begins at the back edge of the principal structure and extends to the rear property line. The Zoning Ordinance does allow for 8' fences behind the 25' front yard setback line.

***Issues and Considerations:***

The fence meets the Zoning Ordinance requirements for placement.

The *Preservation Guidelines for Fences* indicates metal fences are to be iron or cast or forged metal.

The fence design is not historic nor is it typical of the Chautauqua Historic District. However, this section of proposed fencing in the rear yard will have less visibility from the right-of-way and therefore will have less impact on this historic property and the District as a whole. As noted previously, this property does have an institutional use along the south property line which may warrant the use of a 6' or 8' fence along the south property line. The construction of an 8' fence along the north property line would not be typical but has been approved by the Commission, most recently at 506 S. Lahoma Avenue.

The Commission would need to determine whether the proposed 8' solid metal fence with brick columns in the rear yard meets the *Preservation Guidelines* and whether or not such proposed work is compatible with this historic property and the District as a whole.

***Commission Action:***

Consideration of approval, rejection, amendment, and/or postponement of (HD 24-04) the Certificate of Appropriateness request for 485 College Avenue for c) installation of an 8' solid metal fence with brick columns in the rear yard.

**d) Installation of wrought iron gates over driveway.**

***Description:***

The applicant wishes to install 4' wrought iron custom gates, as illustrated in the submitted drawings, across the front driveway at the front property line.

***Issues and Considerations:***

The proposed gates meet the zoning and municipal code requirements for placement and height, with the condition that they must swing inwards. The proposed gates are to be installed 1' from the sidewalk edge, which satisfies the *Preservation Guidelines for Fences* placement requirement.

The gate meets the *Preservation Guidelines for Fences*, in regards to height and material, which allows for a 4' wrought fence. However, the gate design is not historic nor is it

typical of the Chautauqua Historic District. It is important to note that properties in the Chautauqua Historic District historically did not have gated driveways.

The proposed gates will be in a prominent position in the front yard of the historic house. It should also be noted that this proposed gate and associated fencing will be a permanent feature, unlike wood stockade fences typically seen in the Chautauqua District.

The Commission would need to determine whether the proposed wrought iron gates over the driveway meet the *Preservation Guidelines* and whether or not such proposed work is compatible with this historic property and the District as a whole.

***Commission Action:***

Consideration of approval, rejection, amendment, and/or postponement of (HD 24-04) the Certificate of Appropriateness request for 485 College Avenue for d) installation of wrought iron gates over driveway.

**e) Removal of existing front yard parking and reconfiguration of the driveway.**

***Description:***

The applicant wishes to remove the parking area in front of the house and install a 16 foot wide driveway as shown on the site plan. He proposes to utilize a “grasscrete” type paving system as illustrated on the site plan. The use of an alternative paving surface will require the approval of the City Engineer and must meet the City of Norman Engineering Design Criteria.

***Issues and Considerations:***

The proposed driveway will be 16 foot wide, which is wider than the typical 10-foot historic driveway. However, it will be a reduction in width from the current 20-foot driveway. The removal of the existing parking pad in the front yard and the installation of the smaller driveway will not only improve the appearance of the property, but also reduce the impact on the main historic house.

The Commission would need to determine if the proposed driveway meets the *Preservation Guidelines* and whether or not such proposed work is compatible with this historic structure and the District as a whole.

If the Commission wishes to approve the driveway request, staff would suggest that the motion be amended to allow for either concrete or “grasscrete” pavers. This would require the applicant to agree to such amendment at the Commission meeting.

***Commission Action:***

Consideration of approval, rejection, amendment, and/or postponement of (HD 24-04) the Certificate of Appropriateness request for 485 College Avenue for e) removal of existing front yard parking and reconfiguration of the driveway.

**f) Installation of gutters on house.**

***Description:***

The applicant is proposing the installation of round bronze gutters on the house.

**Issues and Considerations:**

This request does not appear to meet the *Preservation Guidelines* for material and design. While the *Guidelines* allow for the installation of modern-day gutters, they also indicate that exterior features introduced to a historic house shall reflect its style, period, and design. The *Guidelines* also state that exterior features shall not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.

The Commission would need to determine if the proposed installation of gutters meet the *Preservation Guidelines* and whether or not such proposed work is compatible with this historic structure and the District as a whole.

**Commission Action:**

Consideration of approval, rejection, amendment, and/or postponement of (HD 24-04) the Certificate of Appropriateness request for 485 College Avenue for f) installation of gutters on house.

**g) Installation of gutters on the accessory structure.****Description:**

The applicant wishes to install round bronze gutters on the accessory structure.

**Issues and Considerations:**

While the *Guidelines* allow for the installation of modern-day gutters in the historic districts, it also indicates exterior features shall not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.

The Commission would need to determine if the proposed installation of gutters on this non-contributing accessory structure meet the *Preservation Guidelines* and whether or not such proposed work is compatible with this property and the District as a whole.

**Commission Action:**

Consideration of approval, rejection, amendment, and/or postponement of (HD 24-04) the Certificate of Appropriateness request for 485 College Avenue for g) installation of gutters on an accessory structure.

**h) Replacement of existing windows with alternative material windows on the house.****Description:**

The applicant wishes to replace the existing metal windows with metal windows throughout the entire house. The windows will have the same pane configuration as currently exists in the house. The *Preservation Guidelines* require the replacement of windows on more than 50% of a given elevation be reviewed by the Commission.

**Issues and Considerations:**

The *Preservation Guidelines* allow for the replacement of existing non-historic materials with in-kind windows. Staff would note that the Commission has approved the metal like-for-like window replacement previously. Most notable is the COA approved for the



replacement of deteriorated metal casement windows in a 1960s house located at 415 S Lahoma.

The Commission would need to determine if the proposed replacement windows meet the *Preservation Guidelines* and whether or not such proposed work is compatible with this historic structure and the District as a whole.

***Commission Action:***

Consideration of approval, rejection, amendment, and/or postponement of (HD 24-04) the Certificate of Appropriateness request for 485 College Avenue for h) replacement of the existing windows on house with alternative material windows.

**i) Replacement of existing windows with alternative material windows on the accessory structure.**

***Description:***

The applicant desires to replace the metal windows in their accessory structure with metal replacement windows. The new windows will have the same pane configuration as the windows in the main house, which is different from the current windows in the accessory structure. As per the Guidelines, any replacement of windows on an elevation that exceeds 50% will require review by the Commission.

***Issues and Considerations:***

The *Preservation Guidelines* allow for the replacement of existing non-historic materials with in-kind windows. Staff would note that the Commission has approved the metal like-for-like window replacement previously. Most notable is the COA approved for the replacement of deteriorated metal casement windows in a 1960s house located at 415 S Lahoma.

The Commission would need to determine if the proposed replacement windows meet the *Preservation Guidelines* and whether or not such proposed work is compatible with the historic property and the District as a whole.

***Commission Action:***

Consideration of approval, rejection, amendment, and/or postponement of (HD 24-04) the Certificate of Appropriateness request for 485 College Avenue for i) replacement of the existing windows on the accessory structure with alternative material windows.

**j) Addition of dormers to the front façade of the house.**

***Description:***

The applicant wishes to expand the usability and increase the light on the second floor by installing dormers as illustrated in the submitted elevation drawings.

***Issues and Considerations:***

The *Preservation Guidelines* allow for the installation of dormers to create additional interior space. New dormers are to be compatible in style, design, size, and proportions with the existing historic structure. The *Guidelines* also indicate that the front façade should not have elements introduced that originally did not exist on the structure. Additionally, they encourage new features to be installed on the rear or side of the building

where they are less visible from the front right-of-way. In this particular case, the roof configuration would not accommodate dormers on the side. Dormers on the rear of the structure would be more appropriate as they would have limited visibility from the front streetscape.

The Commission would need to determine if the proposed dormers meet the *Preservation Guidelines* and whether or not such proposed work is compatible with this historic structure and the District as a whole.

***Commission Action:***

Consideration of approval, rejection, amendment, and/or postponement of (HD 24-04) the Certificate of Appropriateness request for 485 College Avenue for j) addition of dormers to the front façade of the house.

**k) Addition of a porch to the front façade of the house.**

***Description:***

The applicant wishes to improve the appearance of the house and provide protection during inclement weather by adding a front porch to the house.

***Issues and Considerations:***

The *Preservation Guidelines* state that it is not appropriate to add a new entrance or porch on the primary façade. However, the Commission has approved the re-installation of a porch based on documentation of an existing historic porch. Also, the Commission has allowed the addition of a small entryway or porch with a roof to provide protection from weather on structures that historically did not have any entryway feature. Additionally, it should be noted that this structure as indicated by the 1988 Historic Survey, did at one point have an entryway hood. Per the *Guidelines*, new features should reflect the style, period, and design of the historic structure and not create a false sense of history. The proposed porch is similar to other porches seen in Chautauqua District.

Staff notes that the front porch will have to meet zoning regulations for setbacks.

The Commission would need to determine if the addition of a porch as submitted meets the *Preservation Guidelines* and whether or not such proposed work is compatible with this historic structure and the District as a whole.

***Commission Action:***

Consideration of approval, rejection, amendment, and/or postponement of (HD 24-04) the Certificate of Appropriateness request for 485 College Avenue for k) addition of a porch to the front façade of the house.

**l) Addition of a porch to the front façade of the accessory structure.**

***Description:***

The applicant wishes to improve the appearance and provide protection during inclement weather by adding a porch to the front of the accessory structure.

***Issues and Considerations:***

The *Preservation Guidelines* state new porches are to be of a design seen in similar structures in the historic neighborhood. The Commission has approved the addition of a small entryway or porch with a roof to provide protection from weather on structures that historically did not have any entryway feature. The proposed porch is similar to other porches seen in Chautauqua District.

The Commission would need to determine if the addition of a porch to this non-contributing structure as submitted meets the *Preservation Guidelines* and whether or not such proposed work is compatible with this historic property and the District as a whole.

***Commission Action:***

Consideration of approval, rejection, amendment, and/or postponement of (HD 23-04) the Certificate of Appropriateness request for 485 College Avenue for l) addition of a porch to the front façade of the accessory structure.

**m) Installation of a metal and glass sunroom to the rear of the structure.**

***Description:***

The applicant is proposing an addition to the rear of the house. The proposed addition will be a 20' by 20' sunroom comprised of metal and glass as illustrated in the submitted drawings.

***Issues and Considerations:***

The *Preservation Guidelines* call for additions to be compatible with the historic structure in size, scale, mass, materials, proportions, and pattern of windows and doors. The sunroom meets the size requirement called for in the *Guidelines* since it is below 50% of the footprint of the house. The proposed structure appears to be of an appropriate size, scale, and massing for the house. However, the sunroom does not meet the *Guidelines* for materials or pattern of windows and doors.

The *Guidelines* call for new additions to be located on the rear of the structure. Staff would note that the Historic District Ordinance states that “rear elevations of a historic structure are considered a secondary elevation and are therefore regulated to a lower standard to allow flexibility for additions or other modern-day appurtenances”.

The *Guidelines* also call for the design of a new addition to preserve the overall character of the site and not detract from the principal historic building. This structure, while unique, does not have the same character as the historic house and will be visible from the right-of-way.

The Commission would need to determine if the proposed metal and glass sunroom to the rear meets the *Preservation Guidelines* and whether or not such proposed work is compatible with this contributing house and the District as a whole.

***Commission Action:***

Consideration of approval, rejection, amendment, and/or postponement of (HD 23-04) the Certificate of Appropriateness request for 485 College Avenue for m) installation of a metal and glass sunroom to the rear of the structure.

**n) Installation of a swimming pool and associated decking in the side yard.**

***Description:***

In the south side yard, the applicant is requesting a 10' by 20' swimming pool and associated decking as submitted on the site plan.

***Issues and Considerations:***

The *Preservation Guidelines* allow swimming pools and associated concrete decking in rear yards that are not visible from the right-of-way to be approved by Administrative Bypass. However, this swimming pool will be located in the side yard and may have some visibility from the front right-of-way. Staff would note that the Commission has approved the requests for swimming pools in side yards which had limited visibility from the front right-of-way at both 518 Chautauqua Avenue in 2020 and 437 College Avenue in 2022.

The Commission would need to determine if the proposed swimming pool and associated decking meets the *Preservation Guidelines* and whether it is compatible with this contributing house and the District as a whole.

***Commission Action:***

Consideration of approval, rejection, amendment, and/or postponement of (HD 23-04) the Certificate of Appropriateness request for 485 College Avenue for n) installation of a swimming pool and associated decking in the side yard as submitted.

**o) Installation of a new concrete walkway in the front yard.**

***Description:***

The applicant is proposing to install a new concrete walkway between the front door of the house and the driveway to the south as shown on the submitted site plan.

***Issues and Considerations:***

The *Preservation Guidelines* require new walkways in front yards to be maintained in their traditional location, usually perpendicular to the street unless there is historical documentation of another location. The proposed private sidewalk in the front yard does not meet this *Guideline* and would not be the typical placement seen in the Chautauqua Historic District. Per the *Guidelines*, front sidewalks are constructed of concrete, brick, or stone. The applicant's proposal for concrete meets the *Guidelines*.

The Commission would need to determine if the proposed front walkway meets the *Preservation Guidelines* and whether it is compatible with this historic house and the District as a whole.

***Commission Action:***

Consideration of approval, rejection, amendment, and/or postponement of (HD 23-04) the Certificate of Appropriateness request for 485 College Avenue for o) installation of a new concrete walkway in the front yard.

**p) Installation of new concrete walkways in the side and rear yards.**

***Description:***

To connect the proposed sunroom, swimming pool, and accessory structure to the house, the applicant is proposing walkways as illustrated on the submitted site plan.

***Issues and Considerations:***

The *Preservation Guidelines* allow for the installation of private walkways in the side and rear yard with limited or no visibility from the right-of-way. The proposed walkways will not have visibility from right-of-way.

The Commission would need to determine if the proposed walkways meet the *Preservation Guidelines* and whether they are compatible with this historic house and the District as a whole.

***Commission Action:***

Consideration of approval, rejection, amendment, and/or postponement of (HD 23-04) the Certificate of Appropriateness request for 485 College Avenue for p) installation of new concrete walkways in the side and rear yards as submitted.



# **Sanborn Maps & Aerial Map**

## **485 College Ave**

HISTORIC PRESERVATION SURVEY INVENTORY FORM

Item 4.

-----  
 TYPE ALL ENTRIES.

- 1. PROPERTY NAME: NORMAN, OKLAHOMA
- 2. RESOURCE NAME: \_\_\_\_\_
- 3. ADDRESS: 485 College
- 4. CITY: NORMAN
- 5. VICINITY: YES (yes or no)
- 6. COUNTY: CLEVELAND
- 7. BLOCK: 1
- 8. LOT: 15
- 9. PLAT NAME: Lincoln Addition
- 10. SECTION: N/A
- 11. TOWNSHIP: N/A
- 12. RANGE: N/A

- 
- 13. RESOURCE TYPE: B Building
  - 14. HISTORIC FUNCTION: 01A Single dwelling
  - 15. CURRENT FUNCTION: Same
  - 16. AREA(S) OF SIGNIFICANCE: 030 Architecture
  - 17. SIGNIFICANCE: Contributing to the Chautauqua District

- 18. DOCUMENTATION SOURCES: Sanborn Insurance Maps, 1944

- 
- 19. NAME OF PREPARER: MEACHAM WEISIGER ASSOCIATES  
709 Chautauqua, Norman, Ok. 73059  
405 - 321 - 6221

- 20. SURVEY PROJECT: CITY OF NORMAN, OKLAHOMA

- 21. DATE OF PREPARATION: AUGUST, 1988

- 22. PHOTOGRAPHS: YES YEAR 1988 (Only one view available)

BUILDING CONSTRUCTION DESCRIPTION:

23. ARCHITECT/BUILDER: \_\_\_\_\_

24. YEAR BUILT: Ca. 1935

25. ORIGINAL SITE? Yes DATE MOVED \_\_\_\_\_ FROM WHERE \_\_\_\_\_

26. ACCESSIBLE? Yes

27. ARCHITECTURAL STYLE: 50 Colonial Revival

28. FOUNDATION MATERIAL: Not visible

29. ROOF MATERIAL: 63 Asphalt shingle

30. WALL MATERIAL: 30 Brick

31. WINDOW TYPE: Double hung, 1/1

32. WINDOW MATERIAL: 20 Wood

33. DOOR TYPE: Plank/lite

34. DOOR MATERIAL: 20 Wood

35. EXTERIOR FEATURES: Gabled wing projects front; bay window north

36. INTERIOR FEATURES: N/A

37. DECORATIVE DETAILS: None

38. CONDITION OF RESOURCE: Fair

39. DESCRIPTION OF RESOURCE: Present and historic: Gabled roof;  
two stories; brick chimney north end; no porch; no columns

Alterations: Siding; entry hood replaced Post 1938

40. COMMENTS: \_\_\_\_\_

42. PLACEMENT:





-----  
TYPE ALL ENTRIES.

1. PROPERTY NAME: NORMAN, OKLAHOMA
2. RESOURCE NAME: \_\_\_\_\_
3. ADDRESS: 485½ College
4. CITY: NORMAN
5. VICINITY: YES (yes or no)
6. COUNTY: CLEVELAND
7. BLOCK: 1
8. LOT: 15
9. PLAT NAME: Lincoln Addition
10. SECTION: N/A
11. TOWNSHIP: N/A
12. RANGE: N/A
- 
13. RESOURCE TYPE: B Building
14. HISTORIC FUNCTION: 01C Secondary structure (garage)
15. CURRENT FUNCTION: 01A Single dwelling
16. AREA(S) OF SIGNIFICANCE: None
17. SIGNIFICANCE: Non-contributing to the Chautauqua District  
because of alterations
18. DOCUMENTATION SOURCES: Sanborn Insurance Maps, 1944
- 
19. NAME OF PREPARER: MEACHAM WEISIGER ASSOCIATES  
709 Chautauqua, Norman, Ok. 73069  
405 - 321 - 6221
20. SURVEY PROJECT: CITY OF NORMAN, OKLAHOMA
21. DATE OF PREPARATION: AUGUST, 1988
22. PHOTOGRAPHS: YES YEAR 1988 (Only one view available)

BUILDING CONSTRUCTION DESCRIPTION:

23. ARCHITECT/BUILDER: \_\_\_\_\_

24. YEAR BUILT: Ca. 1935

25. ORIGINAL SITE? Yes DATE MOVED \_\_\_\_\_ FROM WHERE \_\_\_\_\_

26. ACCESSIBLE? Yes

27. ARCHITECTURAL STYLE: 01 None

28. FOUNDATION MATERIAL: Not visible

29. ROOF MATERIAL: 63 Asphalt shingle

30. WALL MATERIAL: 55 Aluminum

31. WINDOW TYPE: Single hung, 8/8

32. WINDOW MATERIAL: 50 Metal

33. DOOR TYPE: Panel

34. DOOR MATERIAL: 20 Wood

35. EXTERIOR FEATURES: None

36. INTERIOR FEATURES: N/A

37. DECORATIVE DETAILS: None

38. CONDITION OF RESOURCE: Good

39. DESCRIPTION OF RESOURCE: Present and historic: Gabled roof;  
one story; no chimney; no porch; no columns

Alterations: Siding; garage converted Post 1938

40. COMMENTS: \_\_\_\_\_

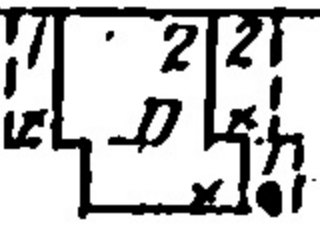
42. PLACEMENT:



485 College-1925

15

16



483

484

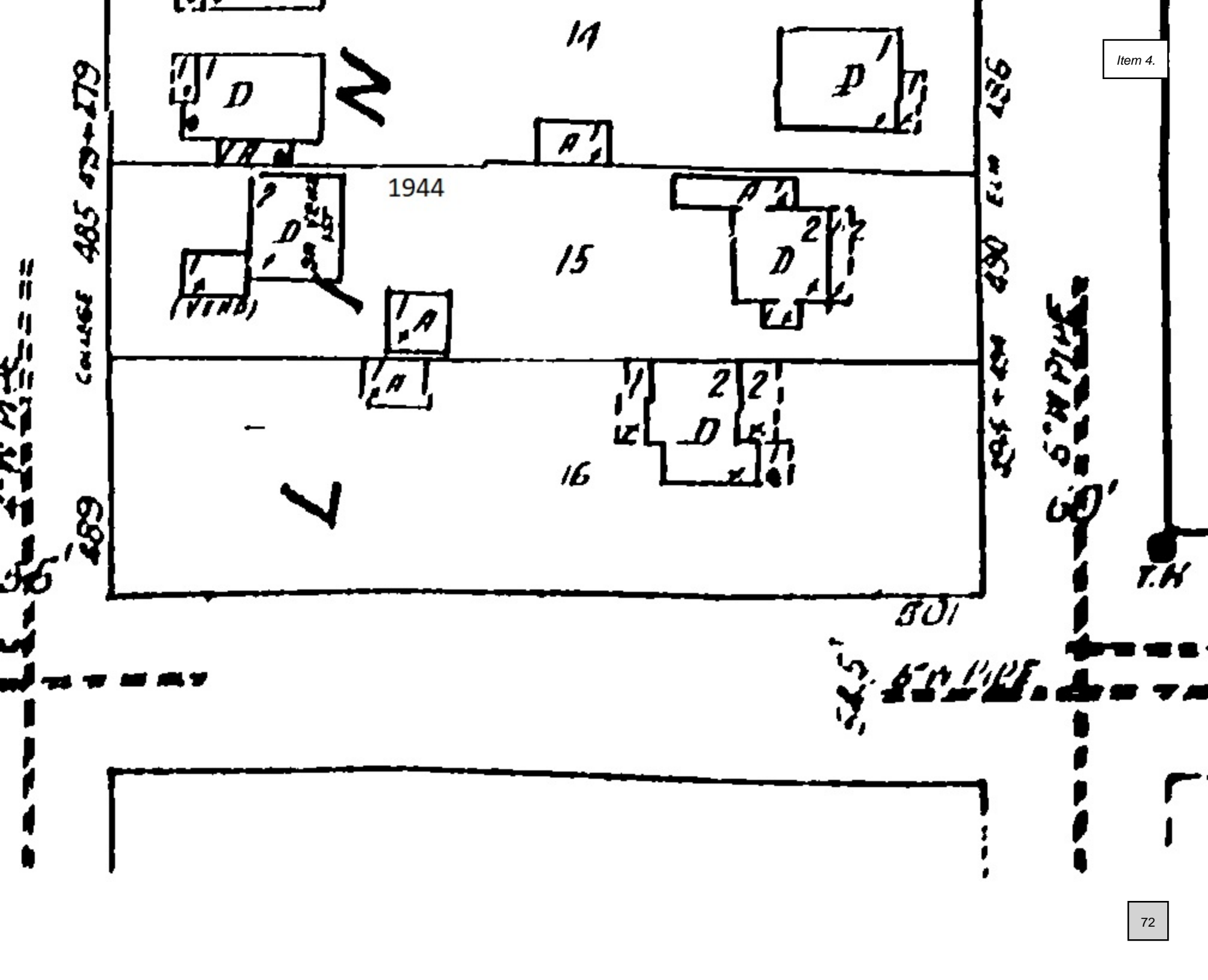
501

5" W. PIPE

5" W. PIPE

T.H.







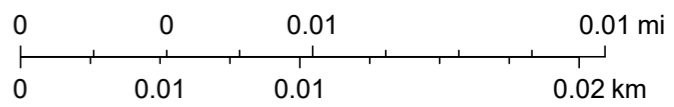


3/25/2024, 9:28:38 AM

1:271

- Core Area
- Community Separator 2025
- Ten Mile Flats 2025
- Easement
- Conservation Easements
- Lot Line
- Parcel
- Address Number
- OU
- Park
- Lake Thunderbird
- Railroad
- Streets
- Centerline Labels (10,000+)

AerialPhoto2019	AerialPhoto2015	AerialPhoto2010	AerialPhoto2007	AerialPhoto2001
Red: Band_1	Blue: Band_3	Green: Band_2	Red: Band_1	Blue: Band_3
Green: Band_2	Blue: Band_3	Green: Band_2	Green: Band_2	Blue: Band_3
Blue: Band_3	Blue: Band_3	Green: Band_2	Red: Band_1	Blue: Band_3
Red: Band_1	Blue: Band_3	Green: Band_2	Red: Band_1	Blue: Band_3
Green: Band_2	Red: Band_1	Green: Band_2	Green: Band_2	Blue: Band_3



City of Norman, GIS Services Division, Merrick



**Historic District Commission Meeting Minutes**  
**March 7, 2022 Feedback**  
**485 College Ave**

**Item No. 6, being: HD (22-12) Commission review and feedback regarding the proposed demolition of existing structures and the installation of a 3-car garage, driveway, swimming pool, greenhouse, carport and masonry fence for the property located at 485 College Avenue.**

Anaïs Starr presented the staff report:

Mr. Teel was granted a review/feedback session for his proposal for the demolition of structures on 485 College Ave. The house is a contributing, Colonial-revival, two-story circa 1935 structure. The wing on the front is original to the house and can be seen on the Sanborn insurance map. There was also a historic accessory structure, which has been removed, but there is another non-contributing accessory structure that was added to the parcel post 1944. The owner is interested in demolishing all of the structures on this property to allow for the addition to the primary residence on Elm street, adjacent to this lot. Owner wishes to expand his back yard and construct a swimming pool, cabana, greenhouse, driveway and 3-car garage. Pictures of the properties and drawings of proposals are submitted to the Commission. Staff mentions that owner will seek a lot-line adjustment to combine both lots. There would need to be some rezoning as well. The owner's proposal has not yet been reviewed by Planning or Public Works; may need to address allowed impervious surface ratio. Staff is happy to answer any questions.

- Mitch Baroff questions whether demolitions are allowed in the Historic Districts. Anaïs explains the demolition process, which requires City Council approval and public hearings. It is a lengthy process.

Stephen Teel, the applicant, discussed the project:

Main objective is the addition of a library to house his extensive book collection. The lot behind the main structure would be needed to comply with zoning regulations requiring impervious surface coverage, etc. Mr. Teel wants to bulldoze the structures to allow for his proposed projects. Owner is willing to do away with pool plans, or other elements of his proposal, to allow for the library addition.

Commission discussed consisted of:

- Zoning clarification. Non-conforming lot at 485 College Ave. Zoning was changed within the last 5 years.
- Chautauqua Historic District designation in 2018; Mr. Teel was not supportive of his properties being included in the Historic District.
- Commissioner Joan Koos is not supportive of the project proposal as this would disrupt the character of the neighborhood.
- Commissioner Brent Swift refers to the Missing Middle Housing Model as similar to missing a tooth, which would have a big impact on the neighborhood structure. This does not fit well with the neighborhood layout.
- Overall Commission feedback is not in favor. The proposal would disrupt the neighborhood rhythm/flow/feel in negative way and would undermine the character of the Historic District.



- Easements will need to be addressed as well; proposal drawings do not account for this.
- Formal request would be required for demolition. Unlikely to receive support from the HD Commission.
- Mitch Baroff expects the issue of the easements will need to be addressed; does not think demolition of the contributing Historic District house will be supported. Mr. Teel does not think the drawing is accurate and the easements have been/will be avoided.
- Brent Swift thinks Mr. Teel will have more luck having his proposal approved if he maintains the original contributing historic structure on college.
- Anaïs invites Mr. Teel to come back in a formal setting and discuss his proposed plans with planning and public works. Teel remembers meeting with Norman City staff a while back, at which time the process seemed easier. Anaïs explains that she was not included in that meeting, which took place in 2020, so the Historic District significance was not addressed at that time.

Public comments consisted of:

- Neighbor Loretta Bass of 440 College comments on proposal: Spoke with Nikki, neighbor directly next door to 485 College, and explains current problems with drainage runoff from the 485 College property. Does not support further development on this lot.
- Leah Kaplan of 475 College voices that she is unsupportive of this proposal as it would disrupt the neighborhood feel of the neighborhood. She does not want more parking lots.
- John Kmetz from 440 College is unsupportive of this proposal. He explains that the Commission is here to protect the neighbors from developments such as this one being proposed for 485 College. Removal of the structures would be detrimental to the nature of the neighborhood.

**Item No. 7, being: Staff report on active Certificates of Appropriateness and Administrative Bypass issued since February 7, 2022 and consideration of approval, rejection, amendment and/or postponement of six-month extension requests for expiring COAs.**

***Progress of active COA's:***

- 904 Miller—The house is again up for sale. It was recently purchased by a group out of California; claims they didn't know about the pending violation regarding windows. Staff anticipates this property to have an ongoing compliance issue for the foreseeable future. Consider future demolition support, if indicated. Structure is in poor and possibly unsafe conditions. It is not known whether the code violation was disclosed to current owner upon purchase of the property.
- 518 Chautauqua—Work continues; still waiting on windows.
- 1320 Classen—Work is finished. Still have the outstanding issue with caps on the columns.
- 620 Miller—Work has not started on the shutters.

- 518 S. Lahoma—Non-original addition and greenhouse have been removed. New addition has not started.
- 549 S. Lahoma—Applicant’s BOA appeal heard; postponed again to March.
- 503 Tulsa—Building permit issued. Work has begun.
- 506 S. Lahoma—Work has not started; no building permit yet.
- 428 Chautauqua—Building permit issued. Work has not yet started.
- 904 Classen—No progress yet.
- 514 Miller—Building permit issued. Vinyl siding has been removed.
- 521 Miller—No building permit issued yet.
- 627 E. Boyd St—Building permit issued, work not yet started.

***Administrative Bypasses Issued:***

- 514 Shawnee—Above-ground storm shelter directly behind the house; not visible from the front right-of-way.
- 406 College—removal of non-original siding and restoration of wood siding.

***Six-month extension requests: None.***

\*

**Item No. 8, being: Discussion of progress report regarding the FY 2021-2022 CLG Grant Projects.**

Anaïs Starr presented the following updates:

- Staff will not be attending the San Diego conference being held this Spring, which will result in additional CLG fund to be expended.
- Excess funds leftover from cost savings on other CLG projects allowed for second postcard mailing: Postcards were sent out recently, notifying residents of the newly-adopted Historic Preservation Guidelines. So far, only two residents have requested hard copies of the Guidelines.

\*

**Item No. 9, being: Discussion and recommendation of application for funds for the FY 2022-2023 CLG Program with the Oklahoma State Historic Preservation Office.**

Commission and staff discussion consisted of:

- Staff hours will be limited in coming year due to anticipated city-wide projects. Projects that are time consuming would be difficult to manage.
- Next year would recommend historic surveys.
- Walking tour app will cost roughly \$5,000.
- SHPO was supportive of quarterly mailers.
- Brent inquires about pricing of a survey; Anaïs believes it is about \$120 per property/lot.

**Appendix A**  
**Preservation Guidelines References**  
**485 College Avenue**

## Appendix A – Preservation Guidelines References

### Site Features

#### **2.2 Guidelines**

**.1 Garden Structures.** Garden structures, such as pergolas and trellis, larger than 120 square feet, are to be located behind the principal structure with very limited or no visibility from the front right-of-way. Front or side yard installation can be considered if documentation shows one existed historically. Structures abutting or attached to the principal structure will be reviewed as a building addition. Structures that have a roof and/or sides will be reviewed as accessory structures.

**.2 Materials.** Structures are to be comprised of wood. Metal, composite wood or cement fiberboard will be considered on a case-by-case basis. Vinyl is prohibited.

**.3 Height.** Structure shall be no taller than the height of the principal structure.

**.4 Swimming Pools.** Swimming pools are to be located behind the principal structure with no visibility from the front right-of-way. Side yard installations will be considered on a case-by-case basis. A front yard installation is prohibited. Corner lots are considered to have two front elevations.

### **2.9 Guidelines Sidewalks, Driveways, and Off-Street Parking**

**.1 Front Driveway Location.** Preserve and retain historic front driveways locations. New or expanded front driveways shall be perpendicular to the street, except in individual cases where there is historical documentation of an alternate configuration. Unless there is historic documentation otherwise, driveways shall be located along the property line on one side of the house.

**.2 Driveway Width.** Driveways shall be one car width, not to exceed 10 feet wide, unless there is historic documentation of an alternate configuration. Driveway width may vary as it approaches a garage in order to correspond to the width of the door opening.

**.3 New Driveway Composition.** Driveways shall be constructed from material allowed by the City Code. Existing gravel driveways may remain in place subject to other provisions in the City Code.

**.4 Ribbon Driveways.** Ribbon driveways are permitted to remain or may be newly installed in historic districts. The minimum width of ribbon paving is 18 inches.

**.5 Driveway Approaches.** Maintain the rhythm of existing approaches when introducing new driveways. Driveway approaches may be a maximum of 16 feet wide at the curb, narrowing to 10 feet at the sidewalk or property line.

**.8 Sidewalk Location.** Sidewalks on private property shall be maintained in their traditional location, usually perpendicular to the street, unless there is historical documentation of another location.



## **Fences and Masonry Walls**

### **2.10 Standards for Administrative Bypass.**

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

**.1 Repair of Fences.** If an existing fence or wall is replaced with a fence that is the same in material, height, location, and design; it will be considered ordinary maintenance and repair and will not require a Certificate of Appropriateness.

**.2 Installation of Fences.** Front and side yard fences of up to 4 feet in height and rear yard fences of up to 6 feet in height, may be approved by Administrative Bypass if they meet the following criteria:

- a. Composed of the following materials: wood, cast iron, iron, twisted wire, painted aluminum that mimics the appearance of cast iron or iron fences or a combination of these materials. Chain link, stone, brick, or stucco walls will be forwarded to the Historic District Commission for review. Vinyl fences are prohibited.
- b. Of traditional or historic design, contemporary designs/horizontal designs will be forwarded to the Commission for review.

No footing required. Walls or fences that require a footing shall be forwarded to the Commission for review.

### **2.11 Guidelines**

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

**.1 Replacing Conforming Fences.** If an existing, conforming type of fence or wall is being replaced with one that is the same in material, height, placement, and style, a Certificate of Appropriateness is not required.

**.2 Materials.** Retain and preserve historic wall and fence materials that contribute to the overall historic character of a building. Acceptable materials for new fences and walls are wood, brick, stone, cast iron, iron, twisted wire, painted aluminum that mimics the appearance of cast iron or iron fences. Vinyl is prohibited. A 4 foot chain link in the side or rear yards will be considered on a case-by-case basis.

**.3 Front Yard Fences.** Front yard fences taller than 4 feet are prohibited by the *Norman Zoning Ordinance*.

**.4 Side Yard Fences.** Side yard fences of up to 4 feet in height may be approved by Administrative Bypass. Side yard fences taller than 4 feet require a COA. Side yard fences taller than 6 feet are prohibited.

**.5 Rear Yard Fences.** Rear yard fences of a contemporary design or of non-traditional materials or of height greater than 8 feet will be considered on a case-by-case basis. Such fences will be review for their impact to the historic structure and the District as a whole. The *Norman Zoning Ordinance* prohibits rear yard fences taller than 8 feet.

**.6 Fences on Corner Properties Adjacent to Alleys.** Fences on corner properties with alley access shall be located very carefully to maximize sight lines and minimize conflicts between alley traffic, pedestrians, and on-street traffic.

**.7 Fence and Wall Materials.** Fences or walls shall be constructed of wood, brick, stone, iron or cast or forged metal, stucco, or a combination of these materials. Stone or

brick used in walls shall be compatible in size, scale, and style to that used elsewhere in the historic district, or typical of residential structures of this type, age, and location. No vinyl, cinder block, concrete block, or corrugated metal, may be used for fences or walls in historic districts. Chain link in the rear yard will be considered on a case-by-case basis.

**.8 Colors and Finishes.** Although paint color is not regulated by the Commission, it is strongly recommended that wood fences be stained or painted in colors and finishes appropriate to the style and period of the property and the district or left unfinished. No decorative murals shall be applied to fence or wall surfaces visible from the street.

**.9 Finished Side Out.** Fences or walls facing the street shall be constructed with the finished side out.

**.10 Setback and Adjacent Property Tie-In.** A fence 4 feet or less in height shall be set back a minimum of 1 foot from the inner edge of a public sidewalk. Where no sidewalk exists, fences shall be set back a minimum of 6 feet from the back of curb or edge of pavement. If a fence exists on an adjacent property, the corner side yard fence shall tie into the existing fence.

## **Non-Contributing Resources**

### **2.14 Guidelines**

*A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):*

**.1 Preservation Guidelines Apply.** The Historic Preservation Guidelines apply to all structures in Norman's Historic Districts, both contributing and non-contributing.

**.2 Support Harmony Between Old and New.** Non-contributing structures shall be controlled only to the degree necessary to make them compatible with the general atmosphere of the district with regard to alterations, additions, changes to the site, and the like. As with all requests for Certificates of Appropriateness in historic districts, each project will be evaluated on its own merits for overall impact on the district as a whole.

## **Exterior Walls**

### **3.1 Standards for Administrative Bypass**

*The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.*

**.1 Removal of wall materials.** Removal of non-original or contemporary synthetic materials to reveal existing historic materials is permitted. If existing historic siding material underneath the non-original or contemporary synthetic materials has been removed, the reinstallation of appropriate/compatible material requires review by the Historic District Commission.

### **3.2 Guidelines**

*A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):*

**.1 Preserve Original Walls.** Retain and preserve exterior walls that contribute to the overall historic form and character of a building, including functional and decorative features and details.

**.2 Retain Original Building Materials.** Retain and preserve exterior wall materials that contribute to the overall historic character of a building.

**.3 Replace Only Deteriorated Portions.** If replacement of a deteriorated wall or feature is necessary, replace only the deteriorated portion in-kind rather than the entire feature. Match the original in material, design, dimension, detail, texture, and pattern. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.

**.4 Avoid Covering Original Materials.** Building materials and decorative elements are important character-defining components of historic buildings. It is not appropriate to remove or cover any wall material or detail with coatings or contemporary substitute materials. Vinyl and aluminum siding is not appropriate for use in historic districts.

**.5 Replace Missing Features.** When replacing an exterior wall or feature, replace it with a new wall or feature based on accurate documentation of the original or a new design that is compatible with the historic character of the building and the district. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.

**.6 Avoid False Historical Appearances.** Features or details of walls and fences that are introduced to a property shall reflect its style, period, and design. Fences and walls features shall not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.

**.7 Substitute Materials.** Cement fiberboard (e.g. Hardiplank® siding) will be considered on a case-by-case basis. Exterior insulating and finish systems (EIFS) will not be considered for use in historic structures.

## **Roofs**

### **3.9 Standards for Administrative Bypass**

*The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.*

**.1 Re-Roofing.** *Reroofing with in-kind materials with no change to the shape, pitch, or structure of the roof. Replacement in-kind of existing, non-historic composition roofing material with any type of contemporary asphalt, laminated or composition shingles is not subject to review and does not require a Certificate of Appropriateness.*

**.2 Gutters.** *Replacement or and installation of non-historic gutters and downspouts in-kind is not subject to review and does not require a Certificate of Appropriateness.*

**.3 New Features.** *New roof features such as skylights, solar tubes, and equipment such as power ventilators, solar collectors, photovoltaics, and antennae that are:*

- a. Located on rear of the structure, and not visible from the front right of way right-of-way. Corner lots are considered to have two front elevations.*

### **3.10 Guidelines**

*A review by the Historic District Commission will use the following criteria for the issuance*

of a Certificate of Appropriateness (COA):

**.1 Preserve Original Features.** Retain and preserve historic wood, tile and slate roofs as well as roof features that contribute to the overall historic character of a building, such as cresting, dormers, cupolas, and cornices.

**.2 Replace Only Deteriorated Portions of Roof Features.** If replacement of a deteriorated roof feature is necessary, replace only the deteriorated portion in-kind to match the original feature in design, dimension, detail, and material. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.

**.3 Replacements Match Original.** If full replacement of historic roofing material or feature is necessary, replace it in-kind, matching the original in scale, detail, pattern, design, and material. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.

**.4 Replace Missing Features.** Replace missing roof features based on accurate documentation of the missing original or a new design compatible in scale, size, and material with the style, period, and design of the historic building and the district as a whole.

**.5 Built-In Gutters.** Retain and preserve built-in gutter systems.

**.6 Locate New Features and Mechanical Equipment Carefully.** New roof features such as dormers, skylights, and solar tubes, and equipment such as power ventilators, solar collectors, photovoltaics, and antennae, shall be introduced carefully so as not to compromise the historic roof design, or damage character-defining roof materials, or the overall character of the historic district.

**.7 Retain the Original Roof Form and Details.** If attic space is converted into living space and dormers are added, retain the original roof pitch to avoid a “pop-up” appearance, especially on the front façade. Avoid adding details that did not exist originally.

**.8 Existing Dormers.** Original dormers shall be preserved and only elements beyond repair may be replaced. If a replacement is needed, original size and shape shall be maintained.

**.9 New Dormers.** New dormers must be functional, to allow light in or to add more living space, they should not be merely decorative and should be in keeping with the style of the historic house. They shall be located on the rear and inset from first-floor side wall below it. Set new dormers back from eave and do not extend above the ridge of roof.

**.10 Alternative Materials for Roofs.** Metal simulated clay, slate or other designs as well as other materials will be reviewed on a case-by-case basis to see if appropriate to the historic structure and compatible with the surrounding historic district.

### **3.12 Window Guidelines**

A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

**.1 Retain Original Windows.** Retain and preserve original windows, including glass, frames, sash, muntins, sills, heads, moldings, surrounds, and hardware.



**.2 Retain Historic Glass.** *Retain original glass in historic windows if at all possible. Leaded glass windows shall be preserved. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.*

**.3 Glass Replacement.** *Individual panes of historic glass that have been broken or cracked, may be replaced with modern-day clear glass. Salvaged historic glass or reproduction historic “wavy” glass is also acceptable replacement historic glass was present.*

**.4 Glass Variations.**

- a. *Privacy glass may only be located in the rear or on the side of the structure, where not visible from the front. Smoked or tinted glass is not appropriate for use in historic structures.*
- b. *Beveled glass in doors and windows is allowed as long as it is compatible with style of the historic building and the original configuration of window panes remains.*
- c. *Colored glass may be used in transoms and sidelights if supported by historical documentation or compatible with the architectural style.*

**.5 Replace Only Deteriorated Features.** *If replacement of a deteriorated window or door feature or details is necessary, replace only the deteriorated feature in-kind rather than the entire unit. Broken sash cords, for example, can be repaired and do not necessitate replacing an entire window. Match the original in design, dimension, placement, and material.*

**.6 Sash Replacement.** *Replacement sash, often referred to as sash replacement kits, are acceptable for use in historic structures. However, replacement window sash shall be unclad wood, with single-pane thickness, true divided light patterns that match the historic muntin pattern and profile of the house.*

**.7 Window Replacement.** *An original window that is deteriorated more than 50% and is not repairable may be replaced in-kind if it meets the following:*

- a. *Shall have a wood exterior, unless replacing a metal casement window.*
- b. *Light patterns same as the original.*
- c. *Size and dimension the same as the original.*
- d. *Double-pane simulated divided lights with wood muntins on the exterior and interior and a shadow bar between the panes may be allowed for windows on the side or rear that are not visible from the street.*

**.8 Retain Original Metal Windows.** *Replace original metal casement windows only as a last resort after weatherization measures have proven unsuccessful.*

**.10 Materials.** *Wood is allowable for in-kind replacement of windows. Aluminum-clad and metal windows can be considered for the replacement of metal casement windows that are deteriorated on a case-by-case basis. Fiberglass and aluminum-clad windows can be considered on non-contributing resources and on rear elevations not visible from the front right-of-way. Vinyl-clad windows are prohibited for both contributing and non-contributing structures in the historic districts.*

**.11 New Primary and Secondary Accessory Structures.** *Windows in new construction are to compatible with in adjacent historic structures in terms of size, profile,*

design, proportions, and material. Wood and aluminum clad windows are acceptable for use in new construction.

**.12 Additions.** For construction of additions, choose windows that match the original structure. While single-pane, true divided light, wood frame windows are the most desirable choice for new construction in historic districts, double-pane glass wood windows with interior and exterior applied muntins and shadow bars between the panes are permitted. Aluminum cladding of wooden windows is permissible for use in additions. Vinyl or vinyl-clad windows are prohibited.

### **Entrances, Porches, and Balconies**

#### **3.15 Standards for Administrative Bypass**

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for review.

**.1 Screening of a rear porch.** Screening of a rear porch that is temporary, easily reversible, and is designed to preserve the historic character of the porch and the building. Screening must be with compatible materials.

**.2 Balconies and Porches.** Balconies and porches that are less than 120 square feet, built on the rear and not visible from the front right-of-way and compatible with the structure in material, scale, and size.

**.3 Handrails.** Installation of handrails required by building code may be approvable by Administrative Bypass. Handrails must meet adopted City building codes and be of a simple design that is compatible with the house in material and scale. Wood or metal are acceptable materials for handrails on historic structures.

#### **3.16 Guidelines**

The Historic District Commission will use following criteria for review of a Certificate of Appropriateness (COA):

**.1 Preserve Original Entrances, Porches, and Balconies.** Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.

**.2 Replace Only Deteriorated Elements.** If replacement of a deteriorated detail or element of an entrance, porch, or balcony feature is necessary, replace only the deteriorated detail or element in-kind rather than the entire feature. Match the original in design, dimension, and material. Compatible substitute materials can be considered only if using the original material is not available.

**.3 Match Original.** If full replacement of an entrance, porch, or balcony is necessary, replace it in-kind, matching the original in design, dimension, detail, texture, and material. Compatible substitute materials can be considered only if original material is no longer available.

**.4 Replace Missing Features.** Replace missing entrance, porch, or balcony features with a new feature based on accurate documentation of the missing original or

*a new design compatible with the historic character of the building and the district.*

**.5 Screen Porches Carefully.** *Consider the screening of a historic porch only if the alteration is reversible and can be designed to preserve the historic character of the porch and the building.*

**.6 Avoid Enclosures.** *It is not appropriate to enclose a front porch or a front balcony.*

**.7 Avoid Removing Details.** *It is not appropriate to remove any detail material associated with entrances and porches, such as graining, beveled glass, or bead board, unless an accurate restoration requires it.*

**.8 Avoid Changes to Primary Façades.** *It is not appropriate to remove an original entrance or porch or to add a new entrance or porch on a primary façade.*

**.9 Avoid False Historical Appearances.** *Features or details that are introduced to a house shall reflect its style, period, and design. Features shall not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.*

**.10 Maintain Porch Elevation.** *At no time shall the porch elevation be lowered to grade and steps redesigned.*

**.11 Maintain Wood Elements.** *Wood porch floors and columns may require an eventual replacement due to moisture penetration; wood floors and columns shall only be replaced with wood of the same profile and dimension.*

**12. New Balconies and Porches.** *Balconies and porches built on the rear and not visible from the front right-of-way are to be constructed to be compatible with the principal structure in material, scale, and size. New balconies or porches on the front or side of a historic structure will only be considered if there is historic evidence that one existed. The design and materials are to be based on historic evidence of the design or be a design seen in similar structures in the historic neighborhood.*

**13. Respect Design.** *Original design, construction, and materials shall be respected on primary façades. Installation of non-original materials, such as decorative tile, is not appropriate.*

## **Additions to Historic Buildings**

### **4.4 Guidelines**

*A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):*

**.1 Make Additions Compatible.** *Additions shall be compatible with the historic building in size, scale, mass, materials, proportions and the pattern of windows and doors to solid walls.*

**.2 Locate Addition Inconspicuously.** *Locate a new addition on an inconspicuous façade of the historic building, usually the rear one. Additions that alter the front façade are generally considered inappropriate for a historic structure.*

**.3 Limit Size and Scale.** *The footprint of the addition shall not exceed 50% of the footprint of the existing structure or 750 square feet, whichever is greater. Exterior dimensions of the addition shall not exceed the exterior dimensions of the existing structure, including height, width, and depth. An addition which does not increase the footprint of the existing structure may be allowed to increase roof height and will be reviewed on a case-by-case basis.*

**.4 Preserve the Site.** *Design new additions so that the overall character of the site, character-defining site features, and trees, are retained.*

**.5 Avoid Detracting From Principal Building.** *It is not appropriate to construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature. Construct new additions so that character-defining features of the historic buildings are not destroyed, damaged, or obscured.*



**485 College Ave  
COA Request  
Submittal Items**

The City of Norman Historic District Commission  
**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)**

<b>Staff Only Use:</b>	Item 4.
HD Case #	_____
Date	_____
Received by:	_____

*Note: Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office 405-366-5311.*

**Address of Proposed Work:** 485 College, Norman, Okla 73069

**Applicant's Contact Information:**

Applicant's Name: David L. Boeck  
 Applicant's Phone Number(s): 405-325-2266  
 Applicant's E-mail address: DLB@OU.EDU  
 Applicant's Address: 830 Van Vleet Oval, Room 162  
 Applicant's relationship to owner:  Contractor  Engineer  Architect

**Owner's Contact Information: (if different than applicant)**

Owner's Name: Stephen Teel  
 Owner's Phone Number(s): 405-409-4347  
 Owner's E-mail: stephenteel@yahoo.com


**Project(s) proposed: (List each item of work proposed. Work not listed here cannot be reviewed.)**

- 1) Replace or add Fence and Siding
- 2) New Roof, New Eaves, New Gutters, New Porch
- 3) New Windows and Door, Add Doormer
- 4) Add Sunroom and pool to back.

**Supporting documents such as project descriptions, drawings and pictures are required see checklist page for requirements.**

**Authorization:**

I hereby certify that all statements contained within this application, attached documents and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with the approved plans and to follow all City of Norman regulations for such construction. I authorize the City of Norman to enter the property for the purpose of observing and photographing the project for the presentations and to ensure consistency between the approved proposal and the completed project. I understand that no changes to approved plans are permitted without prior approval from the Historic Preservation Commission or Historic Preservation Officer

**Property Owner's Signature:**  **Date:** 3/6/2024

(If applicable): I authorize my representative to speak in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.

**Authorized Representative's Printed Name:** David L. Boeck

**Authorized Representative's Signature:**  **Date:** 3/6/2024

**Certificate of Appropriateness request for the property located at 485 College Avenue for the following modifications:**

- a) Installation of 4' wrought iron fence with brick columns in front yard;**
- b) Installation of 8' solid metal fence with brick columns along the side property lines;**
- c) Installation of 8' solid metal fence with brick columns along the rear property lines;**
- d) Installation of wrought iron gates over driveway;**
- e) Removal of front yard parking and reconfiguration of driveway;**
- f) Install new concrete walkways in side and rear yards;**
- g) Repair and replace existing siding on house with wood siding matching existing;**
- h) Repair and replace existing siding on accessory structure with wood siding matching existing;**
- i) Install galvanized gutters on house;**
- j) Install galvanized gutters on accessory structure;**
- k) Replace existing vinyl windows on house with alternative material windows;**
- l) Replace existing vinyl windows on accessory structure with alternative material windows;**
- m) Add dormers to second floor windows of the house;**
- n) Add porch to front façade of the house;**
- o) Add porch to front façade of the accessory structure;**
- p) Add a metal and glass sunroom to rear of structure;**
- q) Install a swimming pool and associated decking in side yard;**

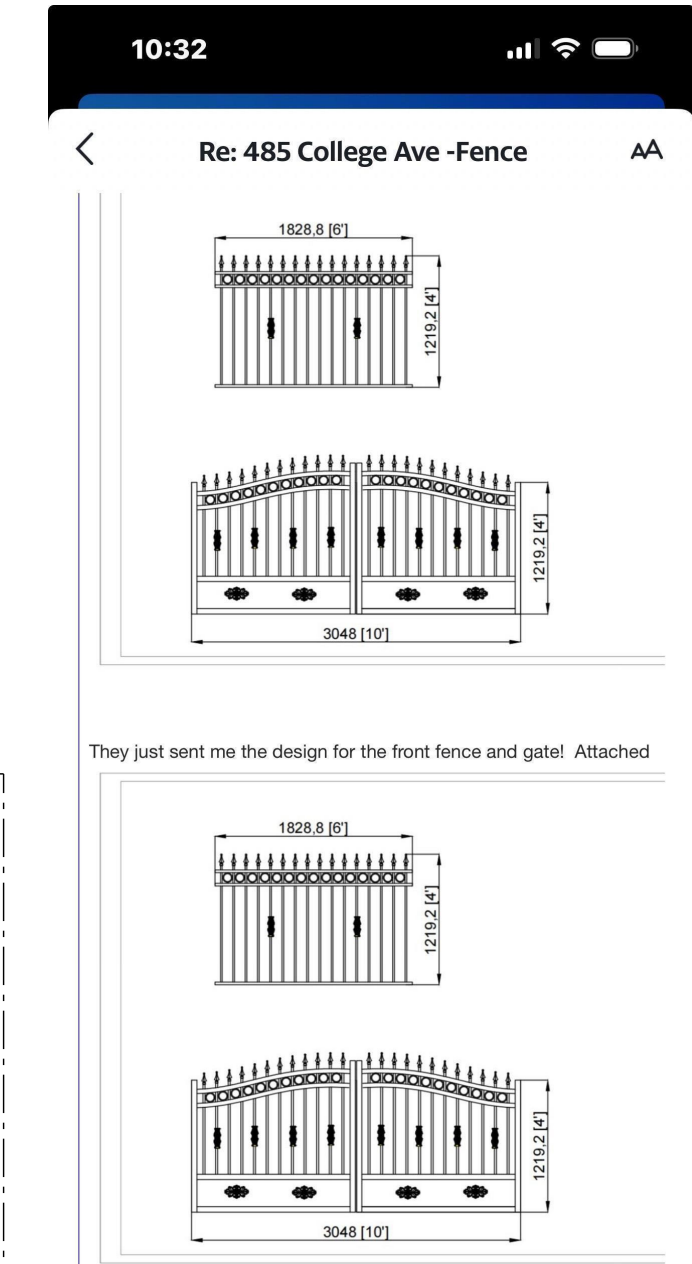




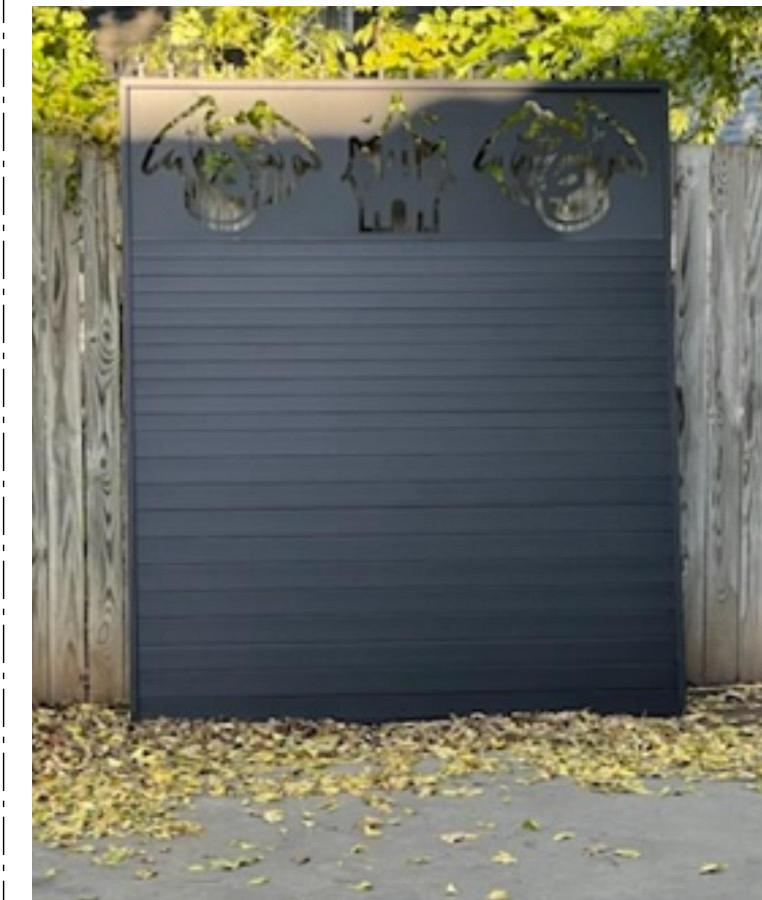
GREEN HOUSE DETAIL  
NO SCALE

SITE COVERAGE INFORMATION

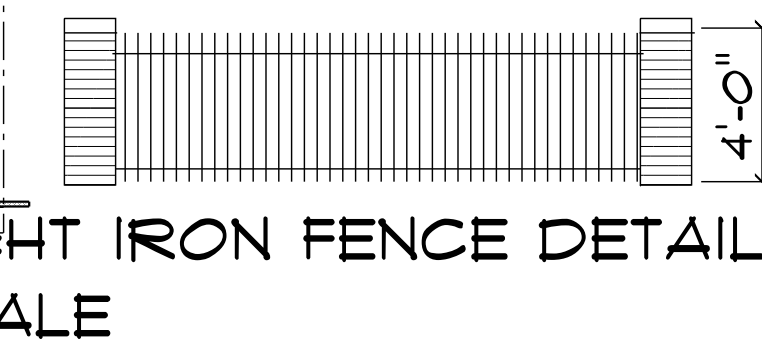
SITE:	7,637.5 SQUARE FEET
HOUSE, GREENHOUSE AND SHED:	1,988.0 SQUARE FEET
PAVING:	1,114.5 SQUARE FEET
PERCENTAGE OF COVERAGE	49.3 %



WROUGHT IRON FENCE  
DETAIL  
NO SCALE



SOLID FENCE DETAIL  
NO SCALE

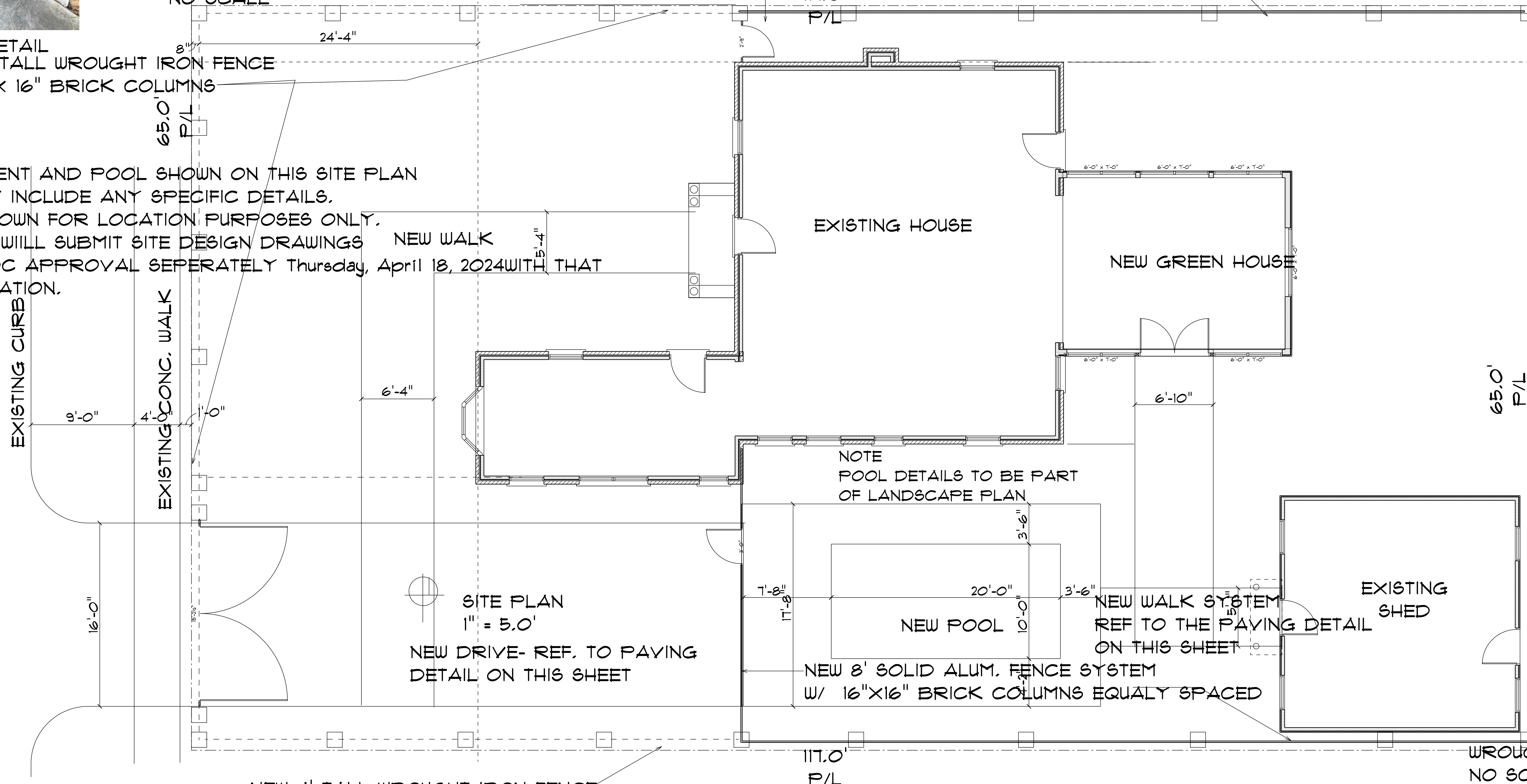


WROUGHT IRON FENCE DETAIL  
NO SCALE

PAVING DETAIL  
NEW 4' TALL WROUGHT IRON FENCE  
W/ 16" X 16" BRICK COLUMNS

NOTE:  
PAYEMENT AND POOL SHOWN ON THIS SITE PLAN  
DO NOT INCLUDE ANY SPECIFIC DETAILS.  
IT IS SHOWN FOR LOCATION PURPOSES ONLY.  
OWNER WILL SUBMIT SITE DESIGN DRAWINGS  
FOR HDC APPROVAL SEPERATELY Thursday, April 18, 2024 WITH THAT  
INFORMATION.

C/L  
COLLEGE AVENUE



EXISTING CONC. WALK

NEW 4' TALL WROUGHT IRON FENCE  
W/ 16" X 16" BRICK COLUMNS

NEW 8' SOLID ALUM. FENCE SYSTEM  
W/ 16"X16" BRICK COLUMNS EQUALLY SPACED

NEW 8' SOLID ALUM. FENCE SYSTEM  
W/ 16"X16" BRICK COLUMNS EQUALLY SPACED

NOTE  
POOL DETAILS TO BE PART  
OF LANDSCAPE PLAN

NEW WALK SYSTEM  
REF TO THE PAVING DETAIL  
ON THIS SHEET

SITE PLAN  
1" = 5.0'  
NEW DRIVE- REF. TO PAVING  
DETAIL ON THIS SHEET

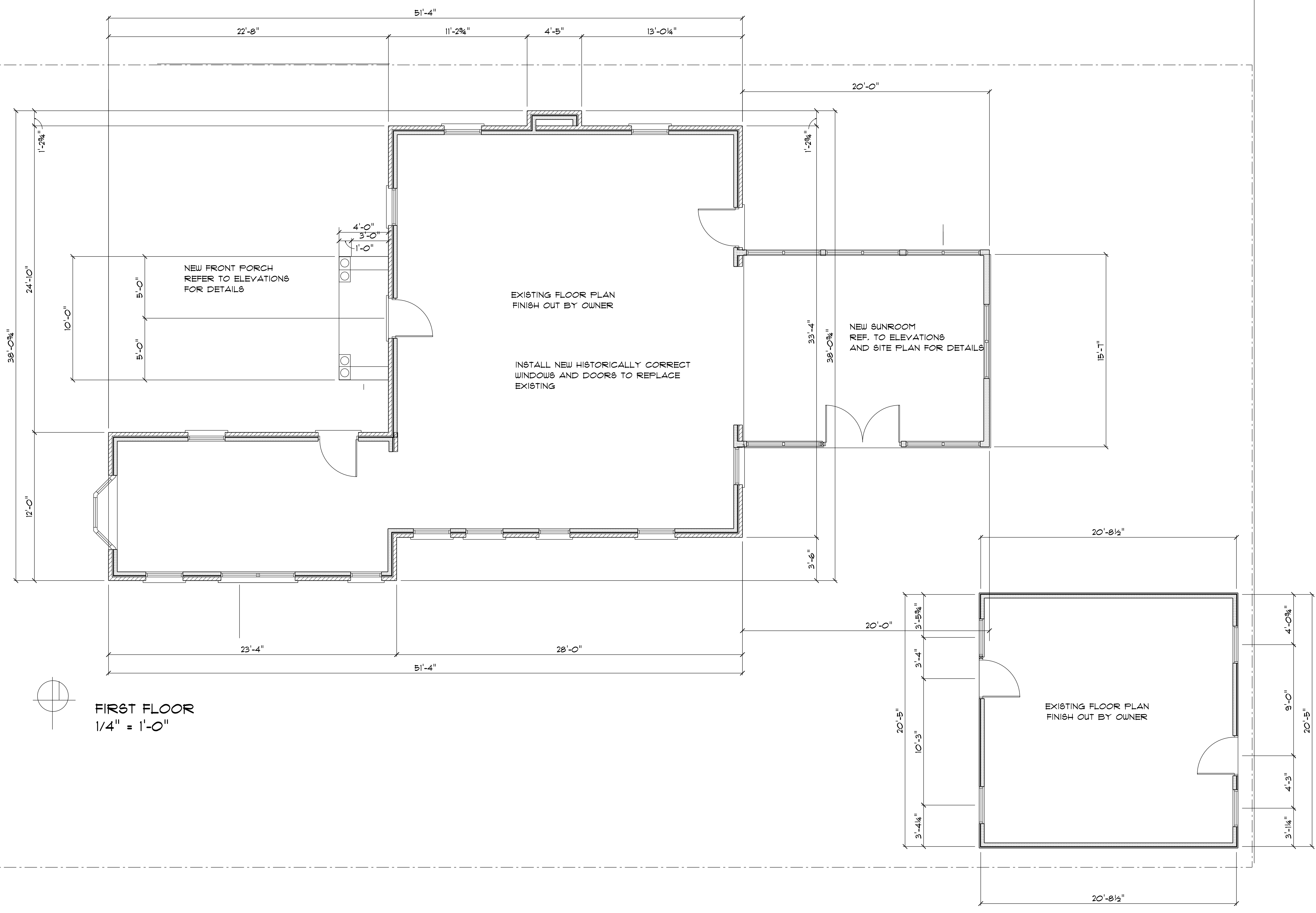
**DLB ARCHITECTS PC**  
922 SCHULZE DRIVE  
NORMAN, OKLAHOMA 73071  
Phone 405.119.4842

HISTORIC RESIDENCE EXTERIOR REMODEL  
FOR STEPHEN TEEL  
485 SOUTH COLLEGE  
NORMAN, OKLAHOMA 73069

NO.	REVISIONS	DESCRIPTION	DATE

SHEET NUMBER  
**A 1.0**





**DLB ARCHITECTS PC**  
 922 SCHULZE DRIVE  
 NORMAN, OKLAHOMA 73071  
 DLB@OU.EDU  
 Phone (405) 918-8242

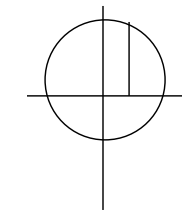
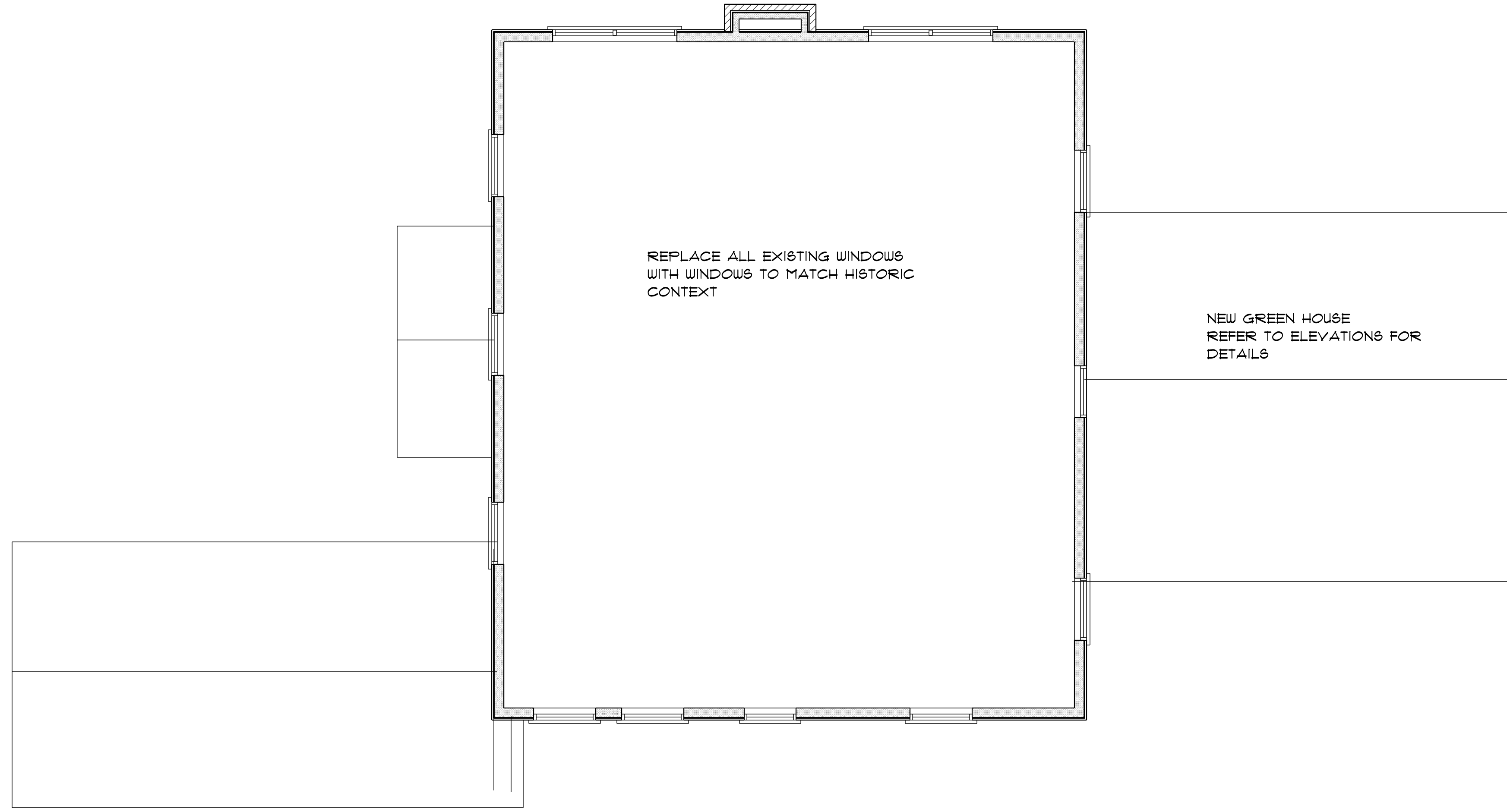


**HISTORIC RESIDENCE EXTERIOR REMODEL  
 FOR STEPHEN TEEL  
 485 SOUTH COLLEGE  
 NORMAN, OKLAHOMA 73069**

NO.	REVISIONS DESCRIPTION	DATE

Proj. No. 21-071  
 Date: 01-08-2021  
 Scale: (HORIZ.) 1/4" = 1'-0"  
 (VERT.) N/A  
 Drawn By: GAD  
 Checked By: EKD  
 Approved By: EKD

SHEET NUMBER  
**A 2.0**



SECOND FLOOR PLAN  
1/4" = 1'-0"

Proj. No. 21-071  
Date: 02-08-2021  
Scale: (Horizontal)  
(Vertical) 1/4"  
Drawn By: GAD  
Checked By: BLS  
Approved By: DCD

REVISIONS

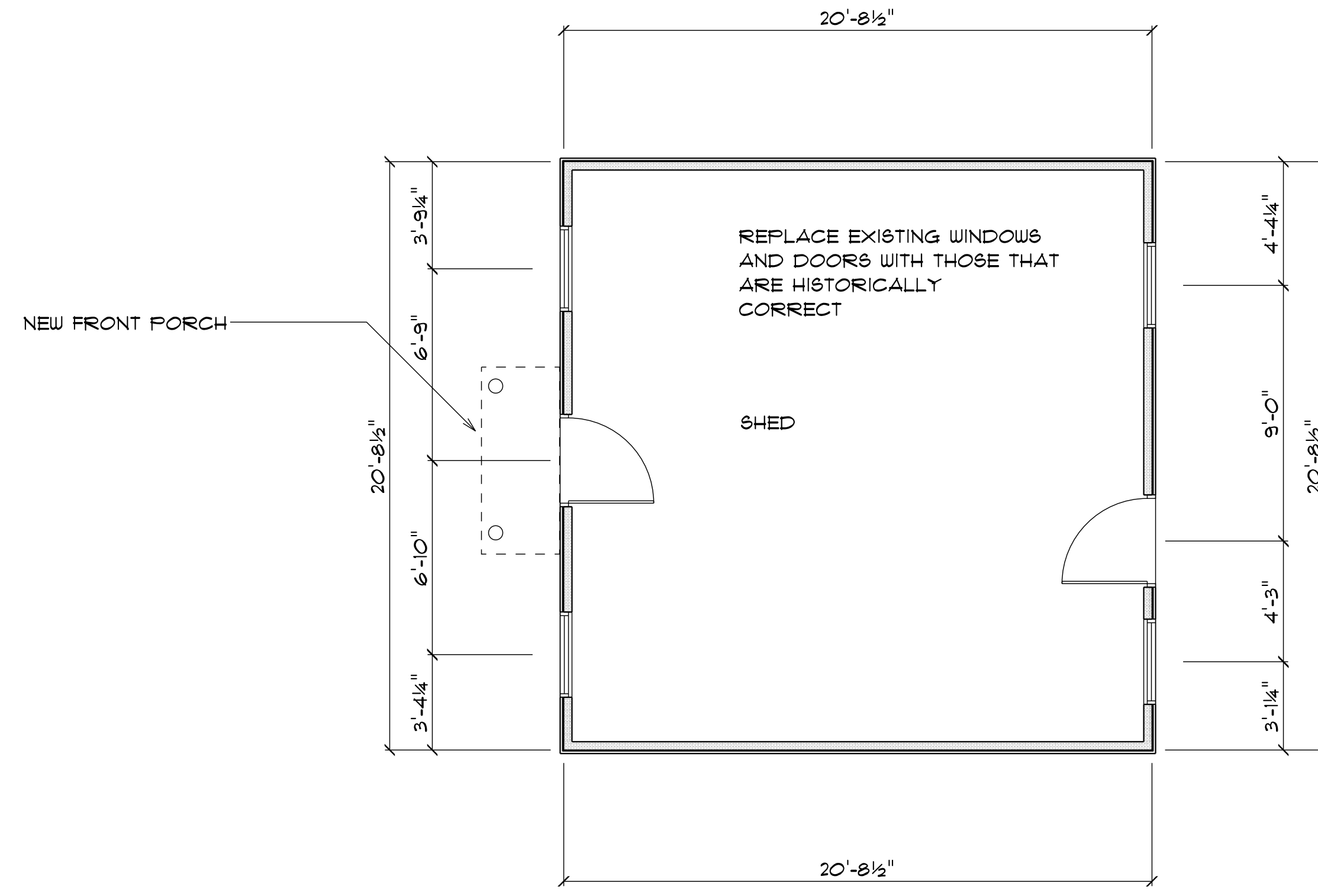
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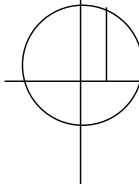
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**A 2.1**

HISTORIC RESIDENCE EXTERIOR REMODEL  
FOR STEPHEN TEEL  
485 SOUTH COLLEGE  
NORMAN, OKLAHOMA 73069



DLB ARCHITECTS PC  
922 SCHULZE DRIVE  
NORMAN, OKLAHOMA 73071  
Phone (405) 919-8822  
dlb@dlb.edu




**SHED PLAN**  
 1/4" = 1'-0"

NO.	REVISIONS DESCRIPTION	DATE

Proj. No. 21001  
 Date: 02/26/21  
 Scale: (Per: 1/4")  
 Drawn By: JAD  
 Checked By: JAD  
 Approved By: DKD

SHEET NUMBER  
**A 2.2**

**HISTORIC RESIDENCE EXTERIOR REMODEL  
 FOR STEPHEN TEEL  
 485 SOUTH COLLEGE  
 NORMAN, OKLAHOMA 73069**

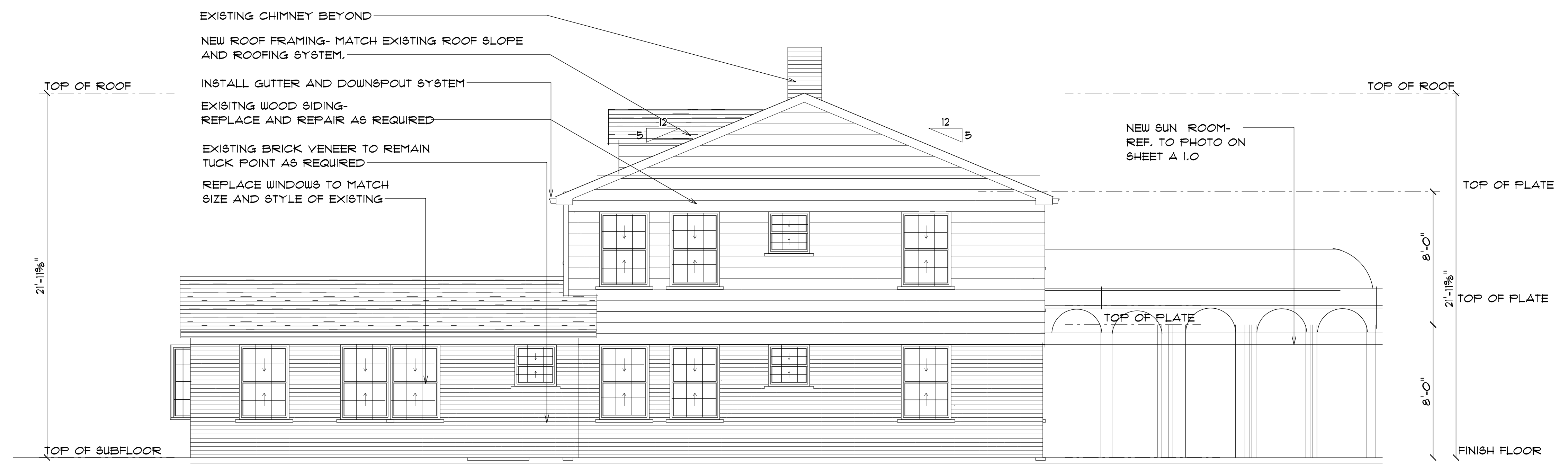


**DLB ARCHITECTS PC**  
 922 SCHULZE DRIVE  
 NORMAN, OKLAHOMA 73071  
 DLB@DLB.EDU  
 Phone: (405) 918-8242

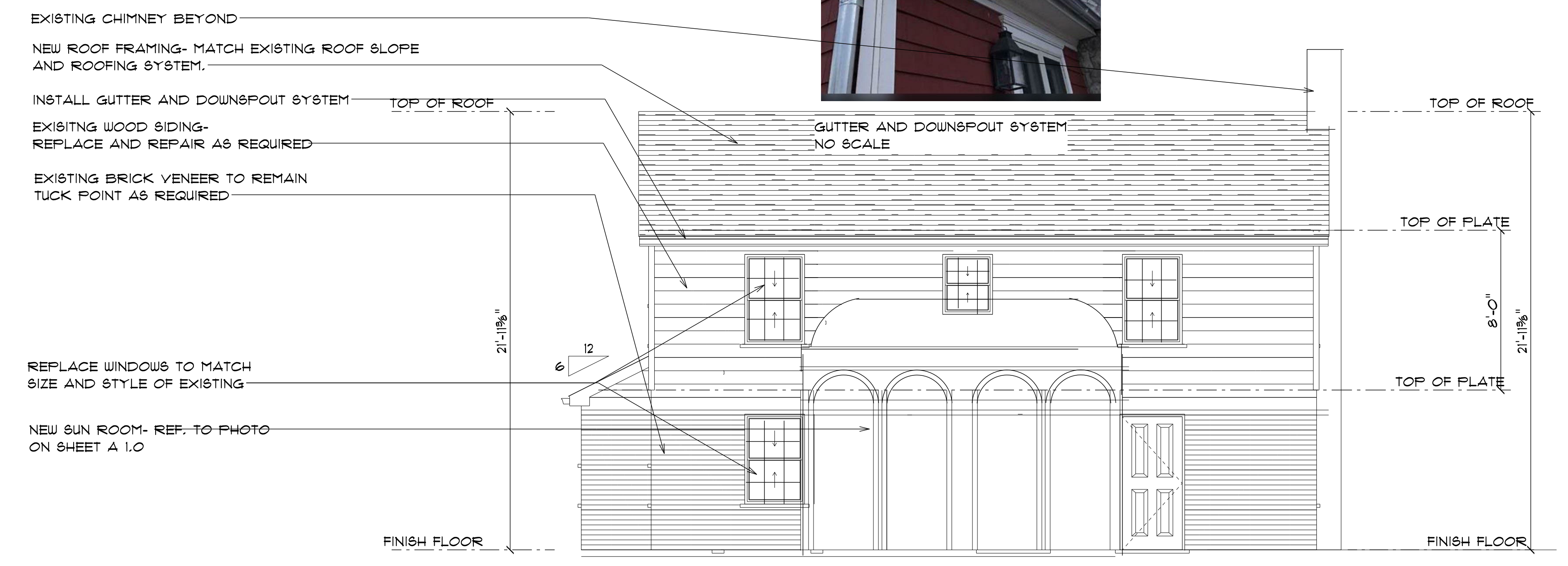
**DLB ARCHITECTS PC**  
 922 SCHULZE DRIVE  
 NORMAN, OKLAHOMA 73071  
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**HISTORIC RESIDENCE EXTERIOR REMODEL  
 FOR STEPHEN TEEL**  
 485 SOUTH COLLEGE  
 NORMAN, OKLAHOMA 73069



**SOUTH ELEVATION**  
 1/4" = 1'-0"



**EAST ELEVATION**  
 1/4" = 1'-0"

NO.	REVISIONS	DESCRIPTION	DATE

Proj. No. 21-071  
 Date: 01-08-2021  
 Scale: 1/4" = 1'-0"  
 Drawn By: J. NA.  
 Checked By: GAD.  
 Approved By: DCD.

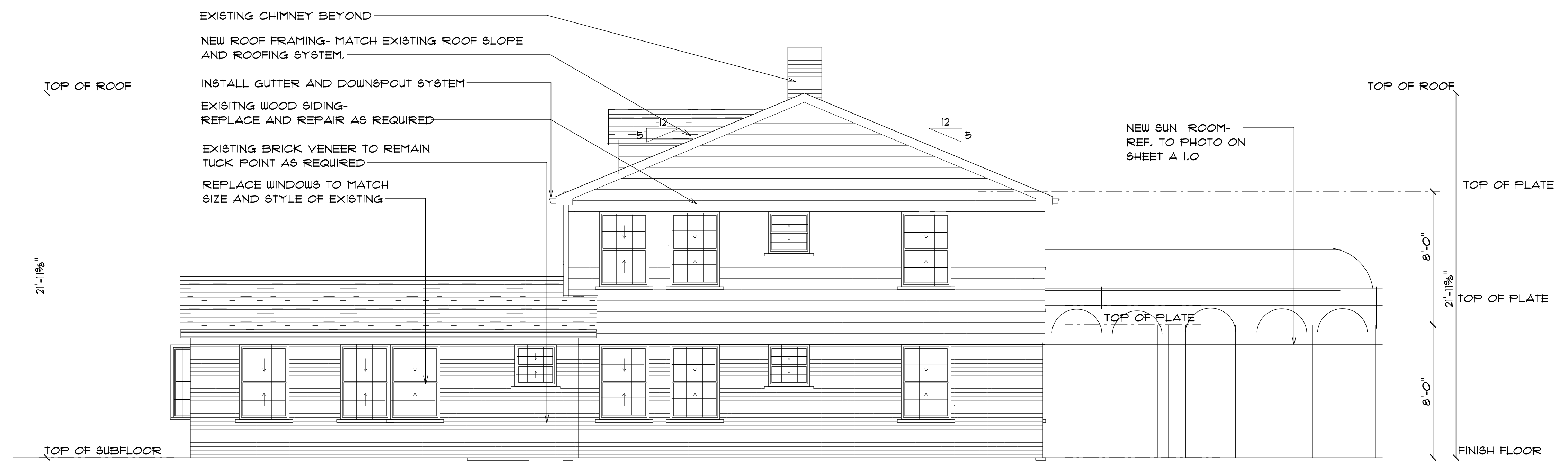
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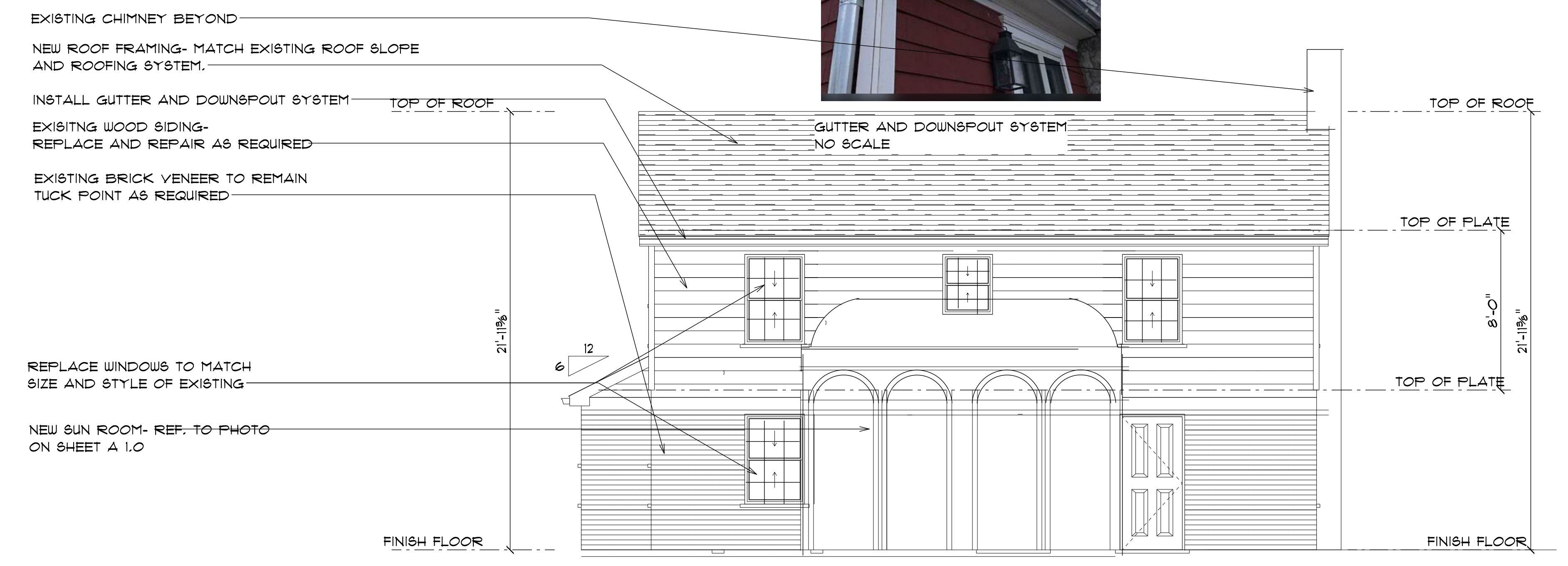
**DLB ARCHITECTS PC**  
 922 SCHULZE DRIVE  
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 DLB@OU.EDU  
 Phone (405) 918-8242



**HISTORIC RESIDENCE EXTERIOR REMODEL  
 FOR STEPHEN TEEL**  
 485 SOUTH COLLEGE  
 NORMAN, OKLAHOMA 73069



**SOUTH ELEVATION**  
 1/4" = 1'-0"



**EAST ELEVATION**  
 1/4" = 1'-0"

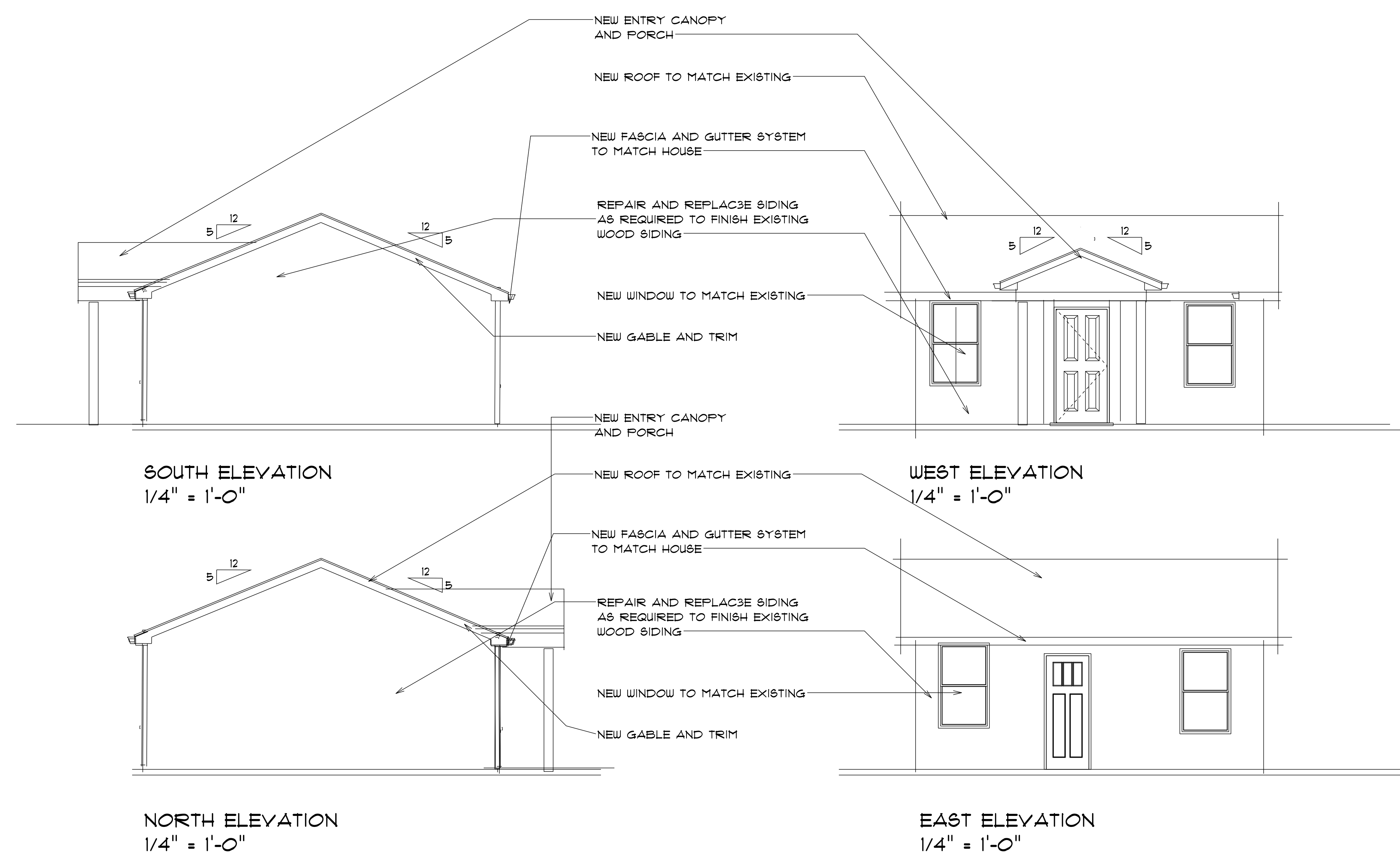
NO.	REVISIONS	DESCRIPTION	DATE

SHEET NUMBER  
**A 3.0**

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 922 SCHULZE DRIVE  
 NORMAN, OKLAHOMA 73071  
 Phone (405) 918-8322  
 DLB@DLB.EDU



**HISTORIC RESIDENCE EXTERIOR REMODEL  
 FOR STEPHEN TEEL  
 485 SOUTH COLLEGE  
 NORMAN, OKLAHOMA 73069**



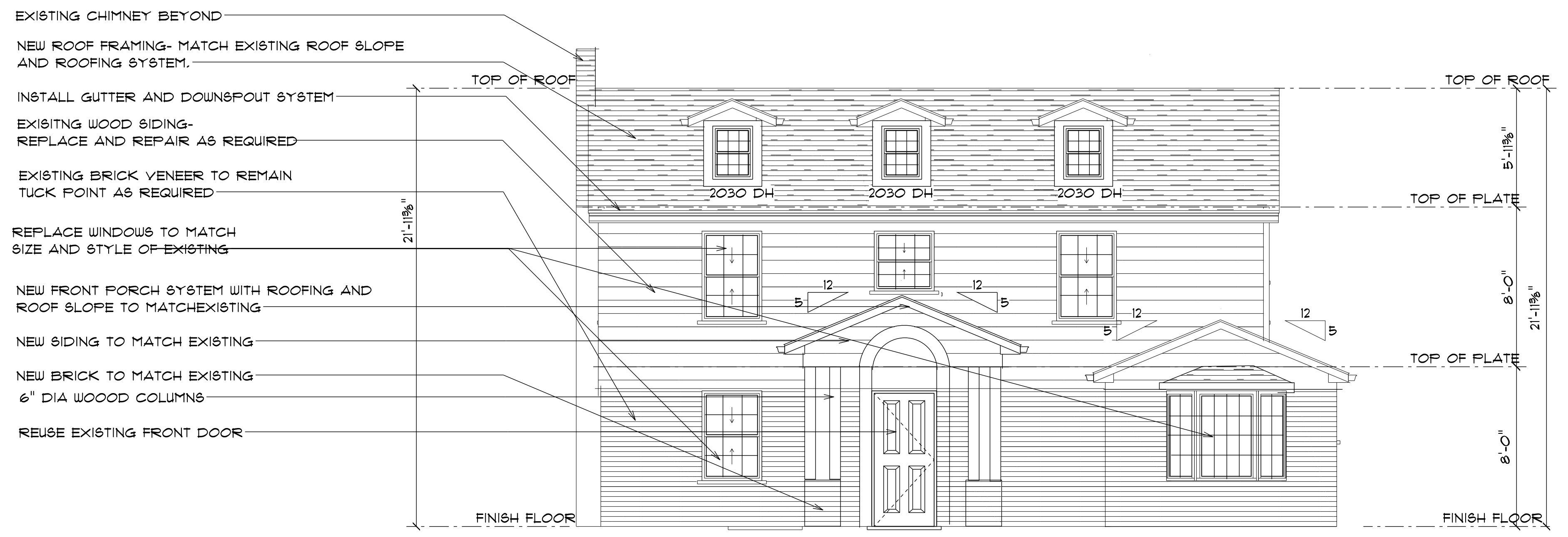
NO.	REVISIONS DESCRIPTION	DATE

Proj. No. 21-071  
 Date: 02-08-2021  
 Scale: 1/4" = 1'-0"  
 Drawn By: JAD  
 Checked By: JES  
 Approved By: DKB

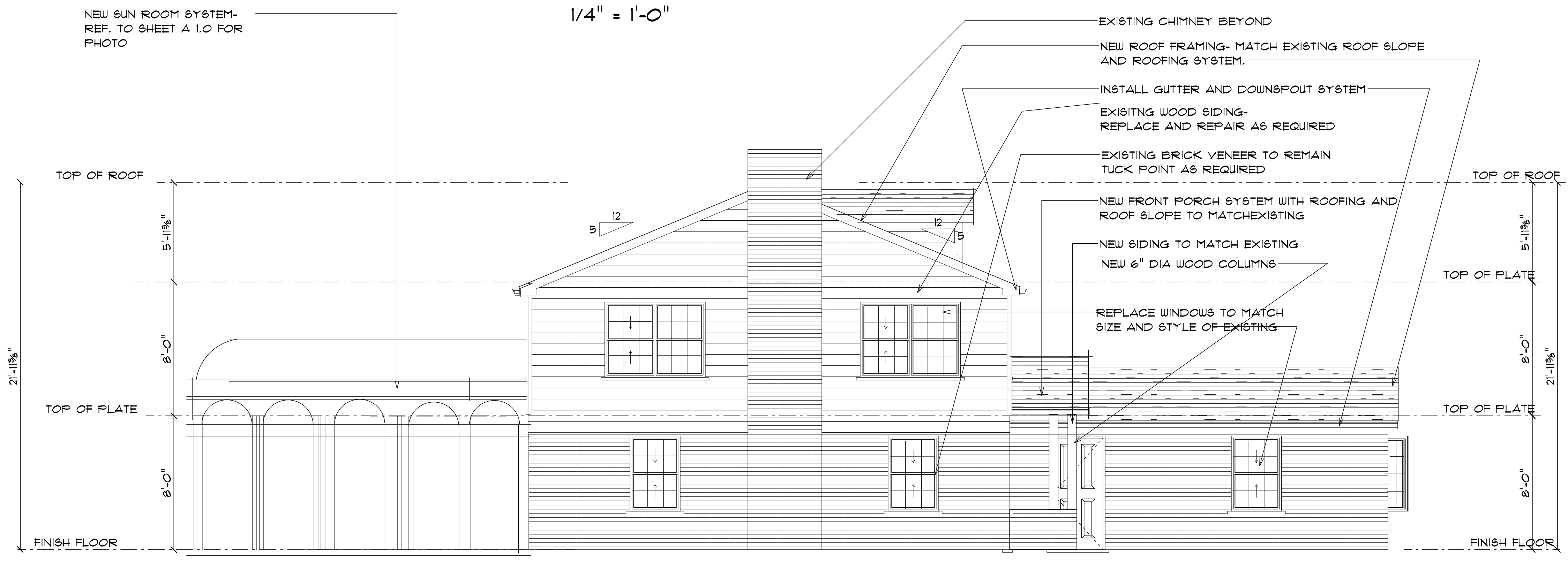
**DLB ARCHITECTS PC**  
 922 SCHULZE DRIVE  
 NORMAN, OKLAHOMA 73071  
 DLB@OU.EDU  
 Phone (405) 919-9322



**HISTORIC RESIDENCE EXTERIOR REMODEL  
 FOR STEPHEN TEEL  
 485 SOUTH COLLEGE  
 NORMAN, OKLAHOMA 73069**



**WEST ELEVATION**  
 1/4" = 1'-0"



**NORTH ELEVATION**  
 1/4" = 1'-0"

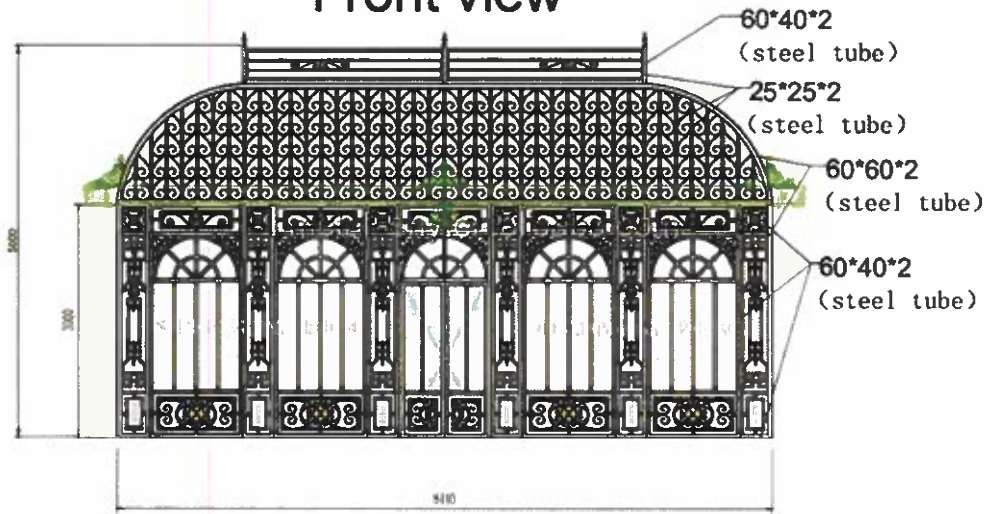
NO.	REVISIONS DESCRIPTION	DATE

Proj. No.: 21-071  
 Date: 02-08-2021  
 Scale: (Horiz.) 1/4" = 1'-0"  
 (Vert.) N/A  
 Drawn By: [Signature]  
 Checked By: [Signature]  
 Approved By: [Signature]

SHEET NUMBER  
**A 3.1**



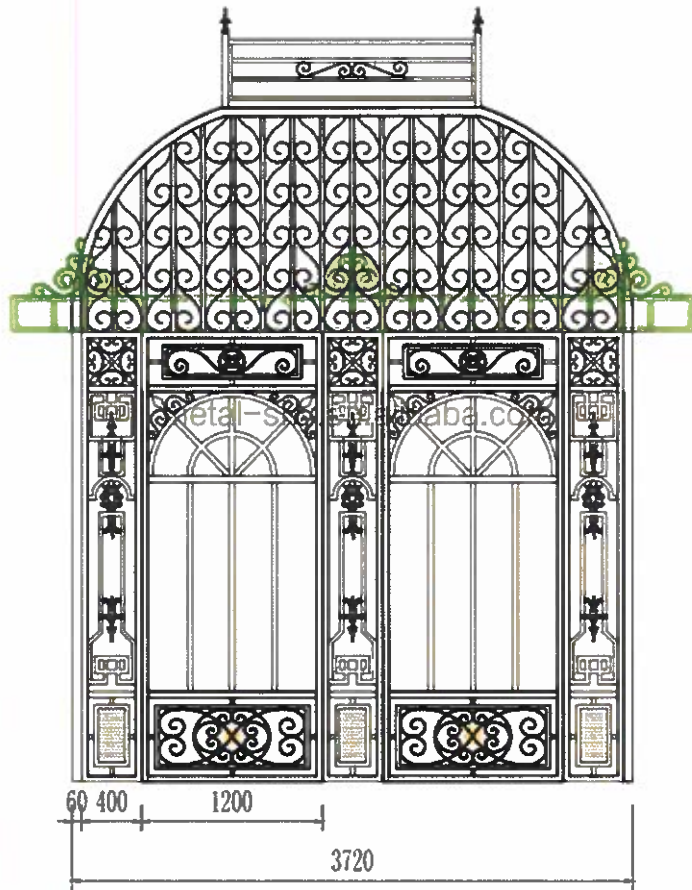
# Front view

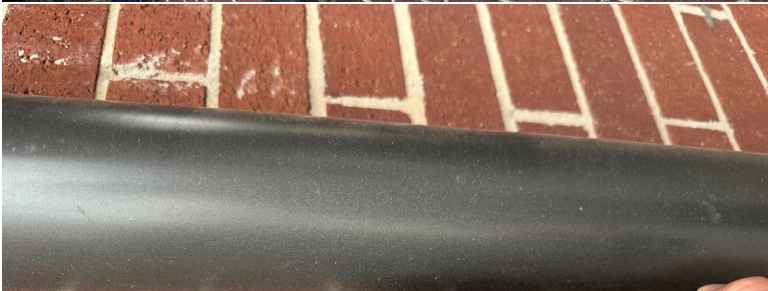




Left(Right) view

Item 4.







Item 4.













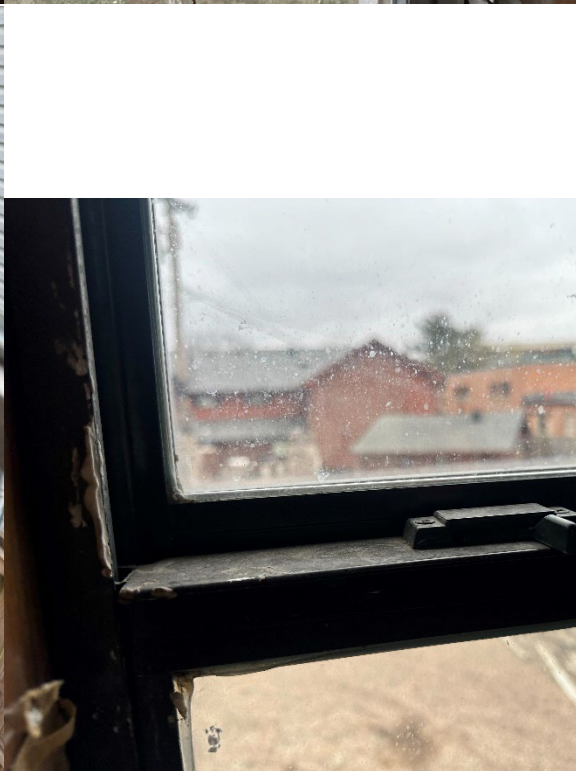














# Mr Gutter

5701 SE 70th, ATTN: Mr Gutter  
Oklahoma City, OK 73135

ESTIMATE	#2151	<b>Item 4.</b>
ESTIMATE DATE	Nov 01, 2021	
SCHEDULED DATE	Fri Oct 29, 2021	
	4:00pm	
<b>TOTAL</b>	<b>\$12,221.66</b>	

Stephen Teel  
490 Elm Ave  
Norman, OK 73069

### CONTACT US

(405) 602-1609  
support@mrgutterok.com

(405) 409-4347  
stephenteel@yahoo.com

## ESTIMATE

Services	qty	unit price	amount
Colors - S/GS/ABC - Dark Bronze			
Potentially need a lift for run in between garages, not included in price, will discuss with homeowner when ready for installation			
will need 6 - 3" outlets for half round			
Half Round Gutter - 6.5" HR Gutter	421.0	\$12.00	\$5,052.00
Aluminum 6" Half Round Gutter 11 7/8"x.027" Alum 3500 Bear Claw Series Hanger W/ Screw #10 2" Black Ruspert Screw W/ Washer Wedges For Slant / Straight Fascia			
Half Round Gutter - 6.5" HR Gutter End Caps	28.0	\$7.00	\$196.00
Half Round Aluminum Gutter Left & Right End Caps			
Half Round Gutter - Corners	4.0	\$16.00	\$64.00
Inside 90- 4 Outside 90- Inside Bay- Outside Bay-			
Half Round Gutter - 4" Half Round Gutter Outlet	8.0	\$5.51	\$44.08
Round Downspout Outlets (1 Per Downspout H/R Gutter Only)			
Half Round Gutter - 4xRx10	11.0	\$90.00	\$990.00
Round Smooth Downspouts			
Half Round Gutter - 4xRxE	24.0	\$9.00	\$216.00
Round Elbows			
Half Round Gutter - 6.5" HR Gutter AquaDUCT™ Screen Hanger System	421.0	\$18.90	\$7,956.90

-Durable filtration system composed of a louvered cover with an integrated stainless steel mesh screen to capture the rain and repel the leaves for Clog-Free® gutters.

-The screen doubles as the hanger providing uniform support of the system. Designed to lock into the patented lip of the gutter for the strongest connection to hold both the gutter and the cover in place.

-Maintenance is faster and easier. Frequency depends on your surroundings. Just clean as needed to make sure screen stays clear of debris and buildup.

Half Round Gutter - AquaDUCT™ Screen Corners High-flow Inside / Outside Aqueduct Corners	4.0	\$18.90	\$75.60
Misc Items - Height Up-Charge Up charge for installations over 13'	325.0	\$2.10	\$682.50
Warranties - Gutter Guarantee 5 Year Guarantee On Labor And Materials			

Subtotal	\$15,277.08
Previous Customer	- \$3,055.42
<b>Total</b>	<b>\$12,221.66</b>

Thank you for choosing Mr Gutter Services.  
If you have any questions about your service please call us and let us know  
Office- 405-602-1609



<b>Specification</b>	
Product Name	Wrought iron gazebo
Material	Galvanized Steel Tube; Flat Bar; Steel Sheet Top; Tempered Glass
Size (LxWxH)	5.24*3.72*4.5 m, 6.84*5.32*4.5 m, 7.64*5.32*4.5m 8.44*5.32*4.5m, 10.04*8.52*4.5m, 11.64*6.92*4.5 m
Surface Treatment	Hot dip galvanized with green Powder Coated
Color	Green, Black or Customized
Top	Metal Steel Sheet
Connection	By Bolt
Usage	Garden Decoration, Flower House, Meeting House, Toolhouse, etc. (connecting circuits is available)
MOQ	1 Set
Supply Ability	20 Sets per Month.

**Finished products**



## TAFCO WINDOWS

# 32 in. x 36 in. Double Hung Aluminum Window with Low-E Glass, Grids and Screen, Brown

### Details

<b>Exterior Color/ Finish</b>	Brown	<b>Exterior Color/Finish Family</b>	Brown
<b>Features</b>	Insect Screen	<b>Frame Material</b>	Aluminum
<b>Frame Type</b>	Standard Frame	<b>Glass Type</b>	Energy Efficient Glass
<b>Glazing Type</b>	Double-Pane	<b>Grid Pattern</b>	Equal Light
<b>Grille Type</b>	Grille Between Glass	<b>Hardware Color/Finish Family</b>	Brown
<b>Included</b>	Grid, Hardware, Screen	<b>Interior Color/Finish Family</b>	Brown
<b>Lock Type</b>	Cam Action	<b>Number of Grids</b>	3 Wide 4 High
<b>Number of Locks</b>	1	<b>Product Weight (lb.)</b>	48 lb
<b>Returnable</b>	90-Day	<b>Solar Heat Gain Coefficient</b>	0.35
<b>U-Factor</b>	0.50	<b>Window Type</b>	Other
<b>Window Use Type</b>	New Construction, Replacement		

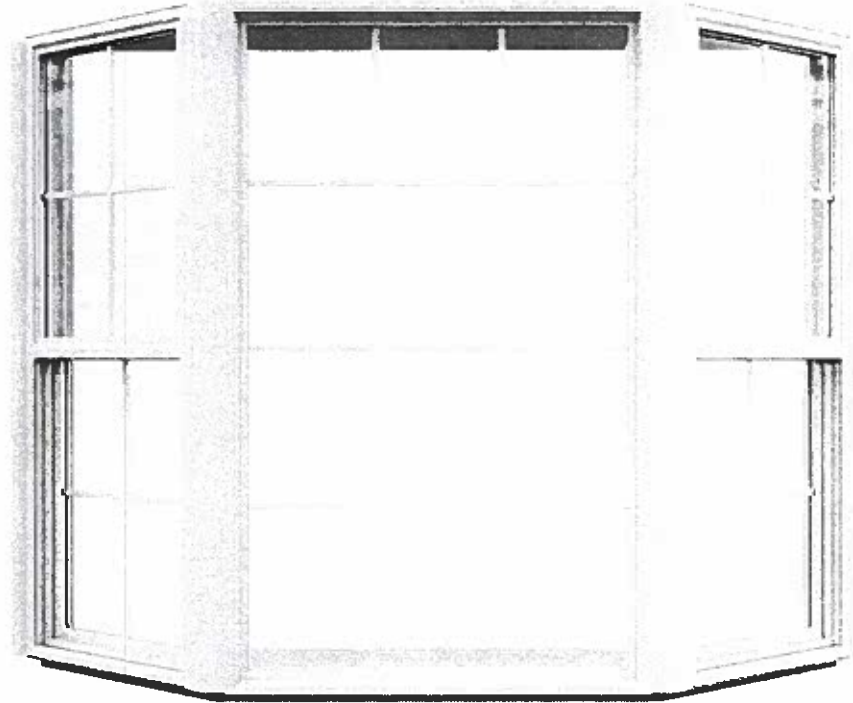
### 32 in. x 36 in. Double Hung Aluminum Window with Low-E Glass, Grids and Screen, Brown

★★★★☆ (6) Questions & Answers (18)



Hover Image to Zoom





Hover Image to Zoom

Feedback Live Chat

Share Print

**\$1855<sup>00</sup>**

 \$310.00 /mo† suggested payments with 6 months† financing Apply Now ⓘ

## Overview



Item 4.

- One large vinyl window with a smaller vinyl single-hung window on either side, angled to extend a room; comes with a wood head and seat board
- SunResist Low-E insulating glass with argon provides more protection against heat gain by blocking harmful infrared rays, as well as providing greater energy savings
- Top sash is stationary; bottom sash slides open vertically
- Built with high-quality extruded white vinyl that won't chip or peel and resists fading, mildew and condensation
- Block and tackle balance system supports the vertical operation of the sash in single-hung and double-hung styles, so the sash will not slam shut
- Weatherstripping creates a tight seal against outdoor elements
- Optional tilt assist feature lets you tilt the sash in for convenient cleaning from inside your home
- Lifetime limited warranty on window; 10-year warranty on exterior finish

CA Residents: [⚠ Prop 65 Warning\(s\)](#)

 **Installation Manual**  
PDF

 **Warranty Guide**  
PDF

 **Prop65 Warning Label**  
PDF

 **Use and Care Manual**  
PDF

## Specifications



## Product Features



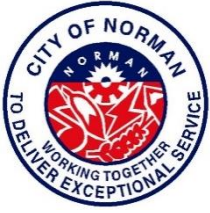
## Compare



**JELD-WEN V-2500 81-in x 50-in Single-hung Vinyl New Construction White Bay Window \$1,243.72**

**Reviews** ★★★★★ 11  
[Shop JELD-WEN](#) ★★★★★ 11





## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 02/05/2024

**REQUESTER:** HISTORIC DISTRICT COMISSION

**PRESENTER:** ANAIS STARR, PLANNER I

**ITEM TITLE:** STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE JANUARY 8,2024.

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## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 02/05/2024

**REQUESTER:** HISTORIC DISTRICT COMMISSION

**PRESENTER:** ANAIS STARR, PLANNER II

**ITEM TITLE:** DISCUSSION OF PROGRESS REPORT REGARDING FY 2023-2024  
CLG GRANT PROJECTS.

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